



# 2020-2021

## APPROVED BUDGET & PROGRAMS OF SERVICES



### Growing with Glenn Heights



# City of Glenn Heights

## Fiscal Year 2020-2021 Budget

### Cover Page September 15, 2020

This budget will raise more revenue from property taxes than last year's budget by an amount of \$576,050, which is a 8.77 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$498,939.

The members of the governing body voted on a budget as follows:

**FOR:** Harry A. Garrett Machanta Newson  
 Sonja A. Brown  
 Emma Ipaye  
 Jeremy Woods  
 Shaunte L. Allen

**AGAINST:**

**PRESENT and not voting:**

**ABSENT:** Ron Adams

#### Property Tax Rate Comparison

<b>2020-2021</b>	<b>2020-2021</b>	<b>2019-2020</b>
Property Tax Rate:	0.804430	0.833523
No New Revenue Tax Rate:	0.792822	0.796774
No New Revenue Maintenance & Operations	0.619410	0.601291
Voter Approval Tax Rate:	0.804431	0.833523
Debt Rate:	0.163342	0.184129

Total debt obligation for City of Glenn Heights secured by property taxes: \$16,646,112



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Glenn Heights  
Texas**

For the Triennium Beginning

*Christopher P. Morill*

Executive Director

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# City of Glenn Heights, Texas

## Fiscal Year 2020-2021 Annual Budget



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# **City of Glenn Heights, Texas**

## **Fiscal Year 2020-2021 Annual Budget**



In accordance with Section 7.02, of the City of Glenn Heights Charter, I am pleased to present the Fiscal Year Proposed (FY) 2020-21 Annual Budget.

Despite continuing enhancements to infrastructure, public safety and information systems, and the ongoing COVID-19 pandemic, operating revenues will still exceed expenditures in the Proposed Budget. This budget is developed to enhance service level options, continue multi-phased capital improvement projects, build on the Employee Compensation Package Enhancements, and continue to proactively respond to the COVID-19 pandemic.

### **SUMMARY**

#### **Property Tax Rate**

The FY 2020-2021 budget will allow Glenn Heights citizens to enjoy a reduced property tax rate from 0.833533 to 0.804430 per \$100 of assessed valuation. The new rate will generate approximately \$576,050 in additional revenue for the City as compared with its fiscal year 2019-2020 budget.

#### **Infrastructure Improvements**

Capital Improvement projects are being continued as part of the overall budget. The most significant budget expenditures this fiscal year will be for the construction of new City facilities: construction will continue on the new City Hall, Public Safety and Community Center Complex. It is anticipated that the construction will be completed in FY 21-22

The City's roadway infrastructure remains a priority for continuing upgrades and improvements. City roadways are scheduled for major rehabilitation like the reconstruction of Hampton Road and Westmoreland Road during FY2018-2019. Roadside ditches are planned for reconstruction to facilitate proper drainage during rain events and funding for regular street maintenance is included. Infrastructure improvements not only include surface roadway repairs, funding has been included to replace subgrade water and sewer lines that have reached their useful life. These enhancements will improve road conditions and address several drainage areas the City has identified as needing repairs.

The City has also proposed funding for an Animal Shelter and associated infrastructure to facilitate the demand for these services. Major water line

# City of Glenn Heights, Texas

## Fiscal Year 2020-2021 Annual Budget



improvements are proposed in the Mesa Subdivision to upgrade the water distribution system in conjunction with the road repair projects.

### **Employee Compensation Package Enhancements**

The City has undertaken a significant market salary study for the FY 19-20 budget to ensure that employees are compensated competitively with the industry in their respective areas of expertise. The City's pay structure was adjusted to reflect market salaries within our competitive market so that the City of Glenn Heights can continue to attract and retain the most qualified and experienced professional candidates for our staff. This focus on staff will allow the City to maintain effective, efficient operations, and provide high quality customer service.

### **COVID-19 Global Pandemic**

When the novel coronavirus known as COVID-19 began infecting people around the world, City staff began working with the City Council to proactively respond to the threat. City wide events were cancelled, City Hall was closed to the public, employees began working staggered schedules all to decrease exposure to the virus. The City Council authorized hazard pay for first line employees. Personal protective equipment (PPE) was purchased and enhanced cleaning methods were implemented. This budget continues the City's proactive approach to dealing with the COVID-19 pandemic.

### **CONCLUSION**

I would like to say thank you to our City Staff for the time and effort put into the budget process and for providing easy access for residents to access important financial information. It is with great anticipation that we transition into a new fiscal year. Staff stands ready to perform at the highest level, with the direction of the Mayor and Council, to maximize the potential this great City has to offer.

Respectfully submitted,

David Hall, JD

City Manager



# City of Glenn Heights, Texas

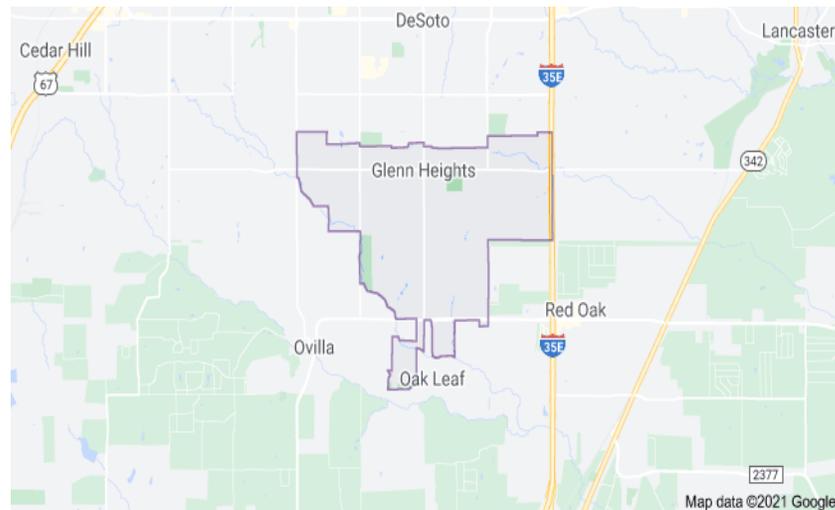
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# ABOUT GLENN HEIGHTS

## LOCATION

Situated in both Dallas and Ellis counties along Interstate I-35E, the City of Glenn Heights was incorporated as a Home Rule Charter City in 1969 with a total land mass of 7.2 sq. miles (18.8 km sq.)



## POPULATION

The 2020 estimated population for the Glenn Heights is 16,426. According to the 2017 U.S. Census estimates, the racial makeup of the city is:

- 45% African American
- 31% Hispanic
- 17% White
- 6% Bi-Racial
- 1% Asian



# City of Glenn Heights, Texas

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### INCOME & HOUSEHOLD

The median income for a household in the City of Glenn Heights is for 2020 is \$60,336 compared to \$59,206 for the State of Texas. According to data published by the North Central Texas Council of Governments (NCTCOG), there are more than 5,000 housing units with an average household size of 2.78 persons.

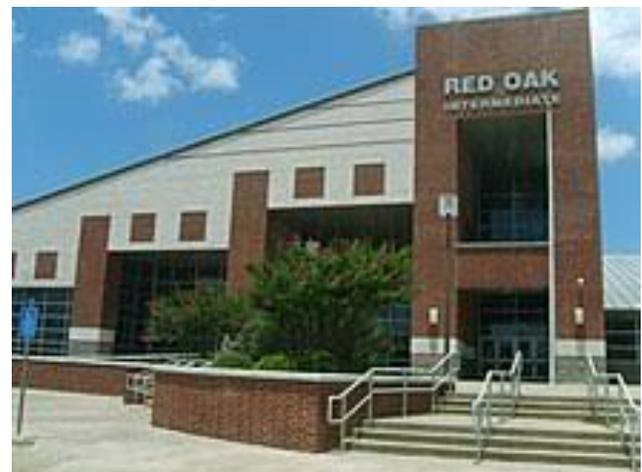


### EDUCATION



The City of Glenn Heights has two school systems that serve our residents and is divided into two parts depending on their address; The Dallas County portion of the City is served by the Desoto Independent School District. The schools for Desoto school district are: Frank D. Moates Elementary School (west of Uhl Rd.), McCowan Middle School (located in Glenn Heights), and DeSoto High School.

Ellis County residents are served by the Red Oak Independent School District. Students who reside on the Ellis County side attend their designated schools based on their address. Donald T. Shields Elementary and Russell P. Schupmann Elementary are in Glenn Heights. Red Oak Junior High and Red Oak High School are located in Red Oak.



# City of Glenn Heights, Texas

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### TRANSPORTATION

Since 1983, Glenn Heights has been a member of the Dallas Area Rapid Transit (DART). The City is not currently included on any rail lines of the DART system and no bus routes are currently operational at this time. Instead, the City is served under DART's Park & Ride Center. DART's operations are funded by a 1% local options sales tax. Revenues from local sales tax are remitted by the State of Texas directly to DART and are not directed to the City. The City's sales tax allocation is also 1% and is used for General Fund expenditures. Dallas Area Rapid Transit and Glenn Heights officials introduced the "Wrapped Bus" designed to highlight expanded On-Call Service in the City. GoLink is new shuttle service from DART that is being offered to Glenn Heights residents. With this service residents can receive Curb-to-curb transportation by using the App to request services. UberPool is another option for transportation in the City where residents can get a discounted rate if they join UberPool.





# **CORE VALUES**

## **COMMUNITY**

We strive to improve, promote and help the community where we work and live. We are bridge builders that encourage opportunities to connect our residents, businesses and visitors.

## **SERVICE**

Our commitment to excellent service is at the core of what we do. We exhibit pride, enthusiasm and dedication in our work and strive to improve the community and better people's lives.

## **LEADERSHIP**

We provide positive influences for citizens. We overcome obstacles and move forward in a direction that follows our community vision.

## **INNOVATION**

We have a healthy desire to improve Cedar Park and support the use of original and creative methods to better the City. We believe that discovering new ideas and embracing change provides opportunities for success.

## **PROFESSIONALISM**

We are an efficient and responsive organization providing the highest level of knowledge and expertise. Through our work we promote fairness, dignity and respect for our customers and workforce.

## **INTEGRITY**

We adhere to the highest ethical standards. We are honorable, fair and sincere and strive to uphold our organizational values with our decisions and in our actions. We understand that trust is earned through good character.

## **FISCAL RESPONSIBILITY**

As stewards of public resources, we aim to prudently utilize those resources while always operating with the goal of delivering value and sustaining long-term success.

**City of Glenn Heights, Texas**  
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## **STRATEGIC GOALS**

- Assure the long-term adequacy of the City's infrastructure, facilities, and transportation network in a safe and reliable manner.
- Ensure that our local government is open, accessible, responsive, and respectful to all citizens it serves while providing excellent customer service to our residents.
- Develop, maintain and encourage safe attractive viable family-oriented neighborhoods that embrace diversity and pride.
- Maintain a healthy and safe community through prevention, emergency response and enforcement efforts.
- To improve the City's fiscal viability and reflect economic demands while maintaining and improving the quality of life for current and future residents.
- Establish a sound financial foundation based on expenditure controls that ensure the economic provision of services and reliable revenue sufficient to pay for city services.
- Maintain open space, and be a catalyst for recreational, artistic, and cultural facilities and activities to serve residents and attract visitors.
- Maintain and continually improve technology to support the delivery of services, provide information, and achieve organizational effectiveness.

**City of Glenn Heights, Texas  
Fiscal Year 2020-2021 Annual Budget**



**ELECTED OFFICIALS**



**Mayor Harry A. Garrett**



**Mayor Pro-Tem  
Sonja A. Brown**  
*Place 1*



**Councilmember  
Ron Adams**  
*Place 4*



**Councilmember  
Emma Ipaye**  
*Place 2*



**Councilmember  
Shaunte Allen**  
*Place 5*



**Councilmember  
Jeremy Woods**  
*Place 3*



**Councilmember  
Machanta Newson**  
*Place 6*

The governing and lawmaking body of the City of Glenn Heights shall consist of a Mayor and six (6) Councilmembers and said body shall be known as the City Council of the City of Glenn Heights.

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# APPOINTED OFFICIALS

The municipal government provided by the Charter is known as the “Council-Manager” government. The Council appoints the City Manager, who serves as the Chief Administrative Officer for the City. The City Manager shall be responsible to appoint Staff Officials.



**David Hall, JD**  
City Manager



**Vacant**  
Deputy City Manager



**Phillip Conner**  
Director of Finance



**Lucas Benson**  
Interim Chief of Police



**Keith Moore**  
Chief of Fire



**Christopher Patterson**  
Interim Director of  
Infrastructure & Public  
Works



**Brandi Brown**  
City Secretary



**Jaynice Porter-Brathwaite**  
Director of Human  
Resources

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**Fiscal Year 2020-2021 Annual Budget**



**APPOINTED OFFICIALS**



**Marlon Goff**  
Economic  
Development  
Administrator

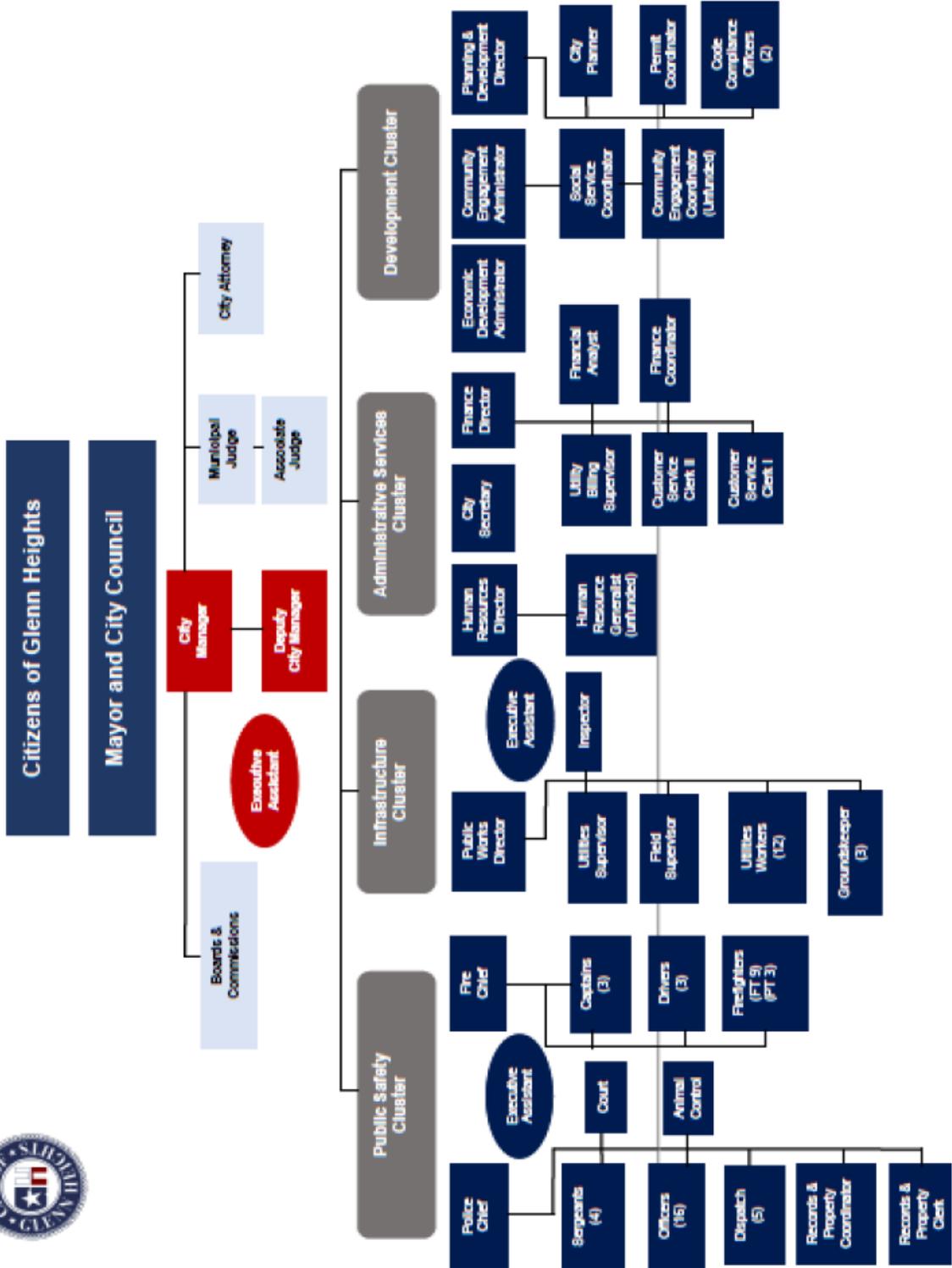


**Byron Hardy**  
Information  
Technology  
Administrator



**Lauren Lewis**  
Community  
Engagement  
Administrator

# Organizational Chart



**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



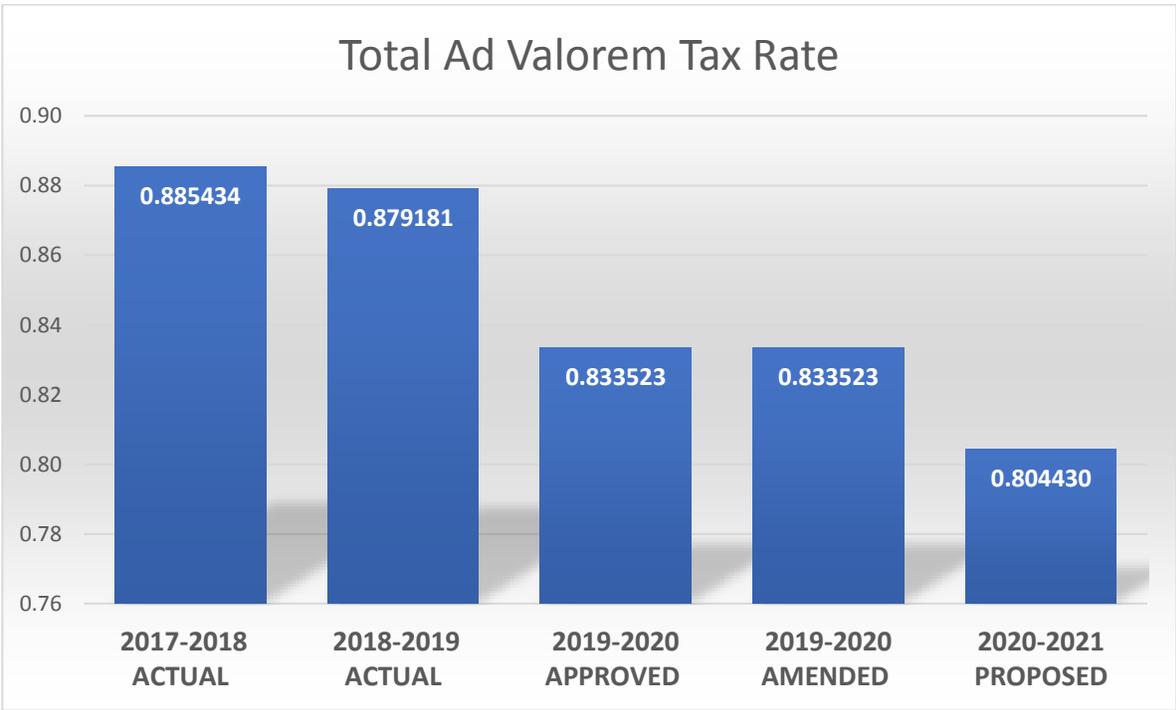
**BUDGET HIGHLIGHTS**

**FY 2020-21 GENERAL FUND**

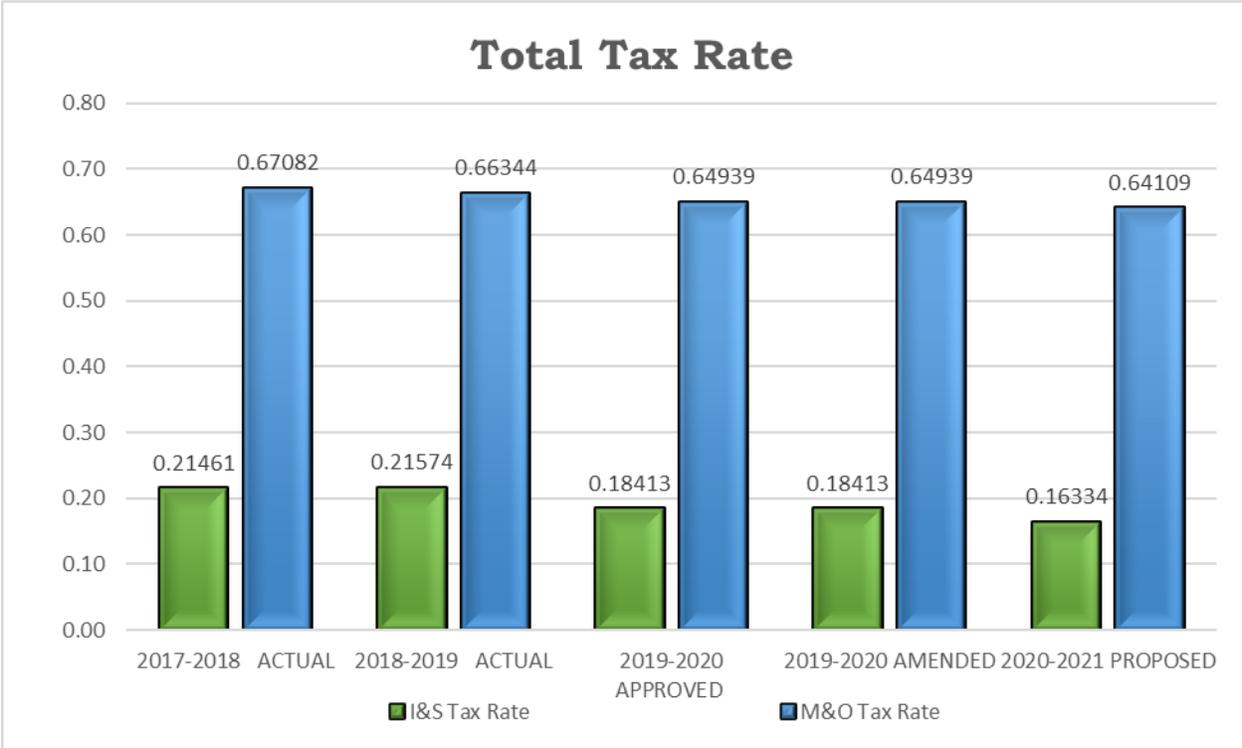
The General Fund is the City’s principle operating fund. It is supported by property and sales taxes, fees, and other revenues that are used to fund core City functions such as administrative services, development services and public safety. The proposed FY 2020-21 General Fund revenues are projected to be \$9,492,489 which is a 10.1 % decrease from the FY 2019-2020 Amended Budget. Ad Valorem (Property) Tax, Sales Tax, Permit Fees, and Franchise Fees make up most of the City’s revenue sources. These four revenues are expected to decrease in this coming fiscal year. The proposed FY 2020-21 General Fund total expenditures are estimated at \$8,741,503. This represents a 22.04% increase from the FY 2019-20 Amended Budget. The proposed FY 2020-21 General Fund end fund balance is projected to be \$8,824,007 resulting in 369 days in reserve. The City’s Comprehensive Fund Balance Policy requires the City to maintain 60 days of expenditures in Fund Balance.

**Tax Rate**

The FY 2020-21 Proposed Budget’s total tax rate is \$0.804430 per \$100 of property valuation. This rate is apportioned between rates allocated for the Maintenance and Operations (M&O) rate which funds general operations, and the Interest & Sinking (I&S) rate which funds debt service. The tax rate for M&O is \$0.641088 per \$100 of property valuation. This proposed rate decreased from the previous fiscal year with a subsequent lower M&O tax rate. The proposed I&S rate is \$0.163342 per \$100 of property valuation which is less than the FY 2019-2020 Budget rate of \$0.184129 per \$100 of valuation. This I&S rate allocation is necessary to meet the increased debt obligations incurred by the City in previous years.



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**GENERAL FUND REVENUE**

**Ad Valorem Tax (Property Tax)**

The largest revenue source in the proposed budget is the Ad Valorem (property) Tax. The proposed budget will provide \$5,639,664 in Ad Valorem Tax dollars for the General Fund operating budget, an estimated increase of 11.09% from the FY 2019-2020 Amended Budget amount of \$5,076,499. A portion of this increase is attributable to a rise in existing property value and additional property valuation added as a result of new construction.

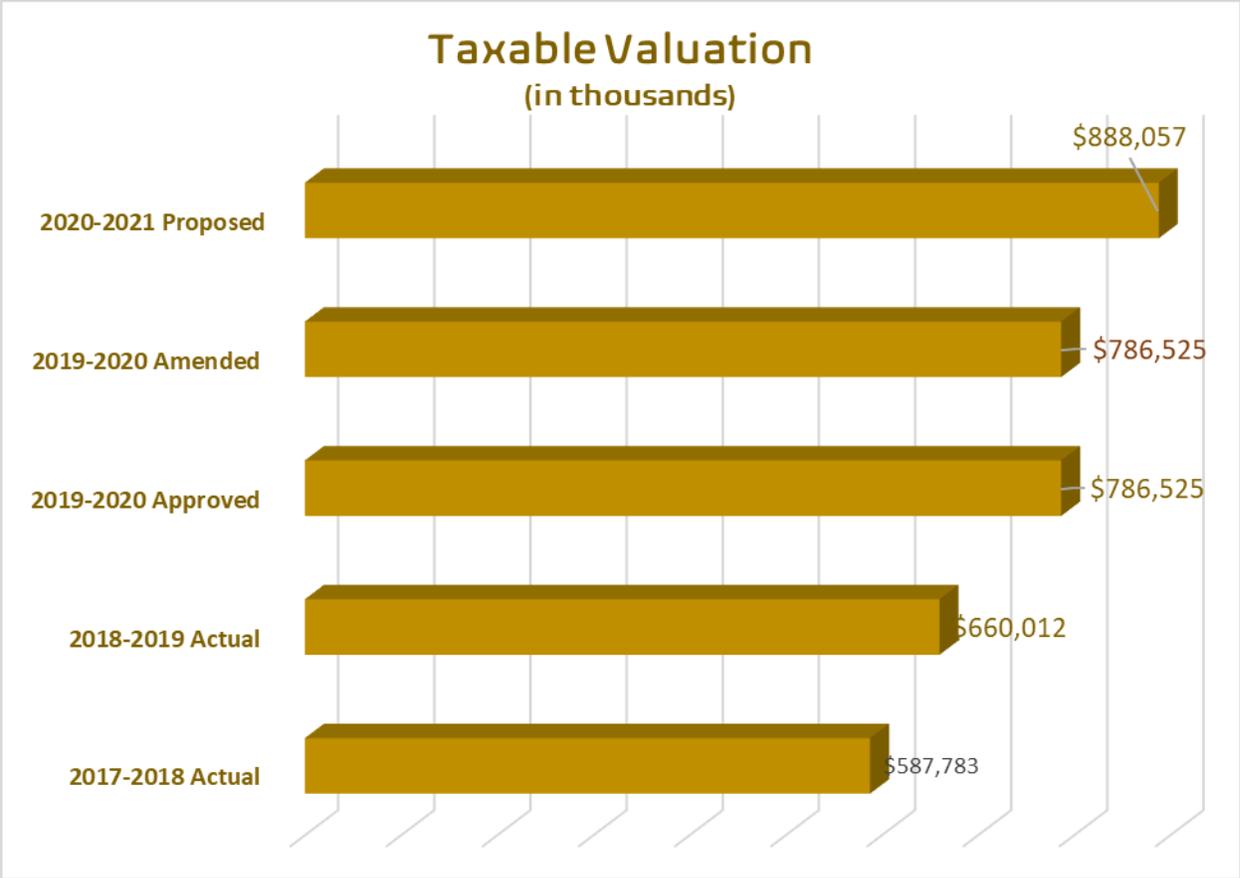
# City of Glenn Heights, Texas

## Fiscal Year 2020-2021 Annual Budget



### Taxable Value (Valuation)

The certified taxable value of property located within the City of Glenn Heights is \$888,057,294. This is an increase of 12.91% above last year's taxable value of \$786,525,022.



### Sales and Use Tax

Another larger revenue source for the General Fund in the FY 2020-21 Proposed Budget is the Municipal Sales and Use Tax. Though the revenue forecast for Sales and Use Tax is expected to decrease by 12.38% to \$700,000 from the previous fiscal year's Amended Budget of \$798,911.

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### Franchise Fees

FY 2020-21 will see a slight decrease in Franchise Fee revenues. The growth in Franchise Fee revenue generally correlates with the continued growth in the development sector. The total proposed FY 2020-21 Budget for Franchise Fees is \$495,554.

### Permit Fees

With development and construction on the rise through FY 2020-21 we anticipate the construction of approximately 375 new single-family homes.

FY 2020-21 Permit Fee revenue is expected to decrease by 52.18% from the FY 2019-20 Amended Budget of \$2,403,108; this will result in expected revenues of \$1,149,121, decreasing by \$1,253,987, from the previous Amended fiscal year budget.

### Court Fines and Forfeitures

Court fines and forfeitures are expected to increase in the new Fiscal Year. In FY 2019-2020 the Amended Budgeted amount was \$169,435. With an increase expected, due to the natural growth of activities related to a rising population, the revenue for the FY 2020-21 Proposed Budget is \$250,700.

## GENERAL FUND EXPENDITURES

Total proposed FY 2020-21 General Fund Budget Expenditures are \$8,741,503 which is a 22.04% increase from the FY 2019-20 Amended Budget amount of \$7,163,089. The increase is due in part of the increased demand for services. The total salary and personnel benefits portion of the General Fund is \$5.4 Million, of which 27% is allocated for fringe benefits.

Noteworthy highlights included in the FY 2020-21 budget by Department are as follows:

### Administrative Services:

- Strategic visioning and planning session for the Glenn Heights City Council
- Implementation of Incode 10 upgrade
- Increased software license expenditure to maintain or enhance licensure on software purchased last fiscal year
- Addition of 1 Part-Time Driver for the Senior Center
- Creation of Administrative Support Group to support multiple departments on an as needed basis.

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### Public Safety:

- Increased personnel costs in the Fire and Police Department due to Employee Compensation Package
- Reduced overtime costs in the Fire and Police Department due to being fully-staff
- Reduced repair and maintenance on police vehicles due to the purchase of new ones
- Addition of a Police Advisory Board

### Community Engagement

- Creation of a Youth Advisory Board
- Growth of a community garden
- Art commissioning for “Black Lives Matter” street mural painting

### Infrastructure and Development:

- Budgeted funds to improve street infrastructure
- Begin implementation of Parks Master Plan

### **FY 2020-2021 WATER/SEWER FUND**

The FY 2020-2021 proposed revenue for the Water and Sewer Fund is \$6,273,000 which is a 2.13% decrease from the FY 2019-20 Amended Budget. Staff has carefully tracked water sales throughout the year and conservatively revised revenue projections to reflect current billing trends resulting from the population increase. Staff is conservative in estimating an increase in revenue as a Water Rate Study is underway and results are yet to be determined.

The FY 2020-21 proposed expenditure for the Water and Sewer Fund is \$5,467,246 which is a 4.70% decrease over the FY 2019-2020 Amended Budget. In contrast to the General Fund, where personnel are the largest expenditure category, Contractual Service is the largest expenditure in the Water Sewer Fund. This is primarily because Glenn Heights contracts with third party agencies to provide treated water and sewer treatment services. A large expenditure in the fund is the City Water Purchases through Dallas Water Utilities. The FY 2020-21 proposed budget amount is \$1.8 Million, which was increased from the Amended amount of- \$1.4 Million in the FY 2019-20 budget. Another sizeable expenditure in the Water/Sewer Fund is the line item for TRA Sewage System in which the budgeted amount for this expenditure is \$3,116,965 vs. \$3,791,432 in FY 20.

# **City of Glenn Heights, Texas**

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### **FY 2020-2021 MUNICIPAL DRAINAGE FUND**

The Municipal Drainage Fund provides funding for activities the City is committed to undertaking in compliance with the Small Municipal Separate Storm Sewer System (MS4) permit issued by TCEQ. This permit requires the City to implement best management practices for public education, public involvement, illicit discharge, construction site run-off, post construction infiltration control and pollution prevention/good housekeeping.

### **SPECIAL REVENUE FUNDS**

There are several special revenue funds to manage revenues designed for specific purposes. These revenues were formally accounted for in the General Fund. The funds include revenues from the Municipal Court Security, Municipal Court Technology, 911 Wireless, Park Fee Fund, Street Impact Fees, and Water Sewer Impact Fees Funds.

The Capital Projects Fund is in place to supplement various Capital Projects that the City plans to initiate will be working on in FY 2020-21. Some of these projects include the construction of a City Hall, Public Safety Facility, Recreation Center, and/or Public Works Facility. Construction is set to begin in Fall of 2020.

### **IMPACT FEE FUND**

An Impact Fee represents a charge or assessment imposed by a subdivision against new development in order to generate revenue for funding or recouping the costs of capital improvements or facility expansions necessitated by and attributable to the new development. The City's respective Impact Fee Funds - Water, Sewer, and Streets - will continue to be funded as a result of the expected development of 350 single-family homes. Funds from these impact fees will be used to fund, in part, the Bear Creek Road rebuild / expansion.

### **FUND RESERVES**

The City's General Fund Reserve continues to be strong. The projected year end fund balance of FY 2019-2020 was \$7.7 million. For the FY 2020-2021 budget, based on the proposed spending plan, we predict an ending fund balance for \$8.8 million. For the Water/Sewer Fund the year end fund balance is estimated to be \$2,296,041.

# **City of Glenn Heights, Texas**

## **Fiscal Year 2020-2021 Annual Budget**



### **FUTURE CHALLENGES**

The City of Glenn Heights, like much of the DFW Metroplex, has experienced an unprecedented boom in its economy with increased property value assessment and development activity. This budget is presented to continue the path to fiscal sustainability addressing several community and infrastructure expectations.

The City's revenue outlook appears promising and our current successes could lead to our future challenges. Residential development is expected to continue at a relatively high rate within the City. The increase in population will continue to stretch the City's services and infrastructure resources. While increases to the Ad Valorem Tax base help to fund city services, the rate of growth and related needs could challenge the City's ability to furnish adequate services. It is imperative that we continue to analyze growth patterns and revenue sources and their potential impacts to ensure that the city meets the needs of the residents.

Accompanying an aging utility infrastructure is a significant financial obligation to replace the pipes, streets, and pump stations that serve the City's basic water needs. As a result of past inadequate resource allocation and collection to replace aging infrastructure, utility rates are being reviewed through a formal rate study so that the rates can keep pace with the City's infrastructure needs without relying too heavily on costly long-term borrowing. The City is a highly rated bond issuer, but even low bond interest rates in today's low interest environment add significant costs to utility capital projects over time. We will continue to balance the need for maintaining the infrastructure while limiting debt amounts and costs as much as possible.

Finally, a stabilized employee base continues to be an important objective. The City must continue to encourage positive community relationships, stability with public safety operations, and competitive salaries for City employees while improving service levels. Hence, the included market-rate increases for eligible employees. The goal is to decrease the costs related to turnover and increase employee satisfaction.

### **CONCLUSION**

The City of Glenn Heights is poised for both sustainability and growth. Our focus is to be one of the premier City's in our area. The 2020-2021 budget demonstrates growth and continued sound fiscal practices. We have heard the Citizens, and with this budget strive to prioritize Community enhancements, infrastructure improvements, and enhanced service delivery coupled with the retention of a talented work force.

The City Staff and City Council are committed to work together with the Citizens of this community to "Grow With Glenn Heights". Our goal is to maintain a sustainable, balanced budget, aimed at providing critical and quality services for many years to come.

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**Fiscal Year 2020-2021 Annual Budget**



## **BUDGET PROCESS**

The City of Glenn Heights uses a program-based budgeting process. Each budgeting unit or division is given a target or “baseline” funding level based upon the previous year’s funding level. With a few exceptions, no fixed assets, wages and benefits increases, or one-time packages are included in baseline funding. Any funding request that represents new expenditures and programs, or that is in excess of baseline funding, must be submitted as a separate request or “package”. These packages may be either a new or restoration request for resources, depending upon the budgeting unit’s funding target.

### **Revenue Projection**

The budget revenue projections for the new fiscal year begin early in the current fiscal year. The projections are made by the departments responsible for the revenues with help from the Budget and Finance Departments. Projections are based upon consultations with state and local agencies, trend analysis, anticipated changes in the local and regional economy, and discussions with directly associated staff members. Although revenue projections are prepared early in the budget process, the budget revenue analysis continues with departmental budget development and extends until the budget is adopted based upon any new information.

### **Proposed Budget Analysis/Compilation**

The Budget and Finance Departments review and compile a preliminary draft of departmental budgets to present to the Management Team, which is comprised of the City Manager, Deputy City Manager, and department directors. During the Management Team discussions, each department director answers questions from the entire group concerning their budget.

Given revenue projections and baseline funding requirements, budget funding changes are made according to necessity and priority. A total recommended funding level is determined and weighed against available resources.

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**THE BUDGET PROCESS (continued)**

**Proposed Budget Development**

The City Manager, before August 1<sup>st</sup>, shall prepare and submit to the City Council the annual budget covering the next fiscal year. The City Manager's proposed budget should assume, for each fund, operating revenues and resources that are equal to, or exceed, operating expenditures. The City Manager's budget message summarizes funding requirements, major changes in programs, and alternatives for funding.

**City Council Budget Study**

Budget work sessions are held with the City Council to review and discuss the proposed budget. Discussions and study may follow at subsequent work sessions up until budget adoption.

**Public Hearing/Budget Adoption**

A public hearing on the proposed budget and two public hearings on the tax rate (if required by truth in Taxation laws) are held in August and September prior to final budget consideration.

**City of Glenn Heights Charter Section 7.10 Amending the Budget**

When conditions arise, which could not reasonably have been foreseen in the normal process of planning the budget, the Council may amend or change the budget for any municipal or public purpose; however; the total expenditures from all the City funds for the fiscal year may not be increased except by a vote of five (5) members of the City Council following a posted public hearing at which members of the public may provide input on such proposed amendment. In the event that a proposed budget amendment is in order to meet a grave public necessity, the City Council may, by a vote of five (5) of its members, waive the requirement for the public hearing. Amendments shall be by ordinance and shall become an attachment to the original budget.

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



# Budget Calendar 2020-2021

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
<b>April 2020</b>					
6	7 City Council approves FY 2020-2021 Budget Calendar	8	9	10	7th – Approve Budget Calendar, dates that are not mandated by local government code or Truth in Taxation are subject to change
13	14	15	16 Budget packets distributed	17	16 <sup>th</sup> – Finance Department will distribute the budget packets to the Department Heads
20	21 City Manager to begin meeting with the City Council	22	23	24	21 <sup>st</sup> – City Manager will begin meeting with the City Council to discuss the 2020-2021 budget priorities.
27	28	29	30 Budget packets due in Finance Department		30 <sup>th</sup> – Department heads will return their completed budget packets to the Finance Department

**City of Glenn Heights, Texas  
Fiscal Year 2020-2021 Annual Budget**



Monday	Tuesday	Wednesday	Thursday	Friday	Comments
<b>May 2020</b>					
18 CMO and Finance Dir begin meetings with Department s	19	20	21	22	18 <sup>th</sup> – City Manager and Finance Director will begin reviewing budget submissions with the Department Heads.

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
<b>June 2020</b>					
22 Final revised budget requests due	23	24	25	26	22 <sup>nd</sup> – Department Heads will turn in their revised budget requests

**City of Glenn Heights, Texas**  
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Monday	Tuesday	Wednesday	Thursday	Friday	Comments
<b>July 2020</b>					
20	21	22	23	24	24 <sup>th</sup> – the Finance Department receives the certified values and performs the final calculation for proposed property tax revenue for FY 2021
				Last day to receive certified values from the Appraisal Districts	
27	28	29	30	31	31 <sup>st</sup> – The City Manager submits the Proposed FY 2020 Budget to the City Secretary's Office
				Final Day per City Charter to submit Proposed Budget	

Monday	Tuesday	Wednesday	Thursday	Friday	Comments
<b>August 2020</b>					
3	4	5	6	7	4 <sup>th</sup> – The effective & rollback rate calculations will be presented to the City Council
	Submit Eff. & Rollback Rate Cal.				
17	18	19	20	21	18 <sup>th</sup> – Public hearing on tax rate as required by Texas Local Gov't Code
	*Public Hearing: Tax Rate 1 <sup>st</sup> Reading				

**City of Glenn Heights, Texas**  
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Monday	Tuesday	Wednesday	Thursday	Friday	Comments
<b>September 2020</b>					
	1	2	3	4	
	*Public Hearing: Tax Rate 2 <sup>nd</sup> Reading  *Public Hearing Budget: 1 <sup>st</sup> Reading				1 <sup>st</sup> - Public Hearings on the Budget and Tax Rate as required by Texas Local Government Code
14	15	16	17	18	
	*Public Hearing: Budget 2 <sup>nd</sup> Reading  *Adopt Budget & Tax Rate				15 <sup>th</sup> - Public Hearing on the Budget as required by City Charter and Public Hearing on the Tax Rate as required by Texas Local Government Code Budget & Tax Rate Adoption

The 2<sup>nd</sup> Public Hearing on the Tax Rate may not be held earlier than the 3<sup>rd</sup> day after the First Hearing

The meeting to vote on adoption of the Tax Rate must take place no less than 3 days and no more than 14 days after the 2<sup>nd</sup> Public Hearing on the Tax Rate

The City must adopt the Tax Rate by September 29<sup>th</sup> or 60 days after receiving the Certified Appraisal Roll, whichever date is later

**Calendar Dates subject to be changed based on the Direction of the City Council. However, certain schedules are mandated by Truth in Taxation**

**\*Mandated by Truth in Taxation Law**

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



# PERSONNEL SUMMARY

Full-time Positions	2017-2018	2018-2019	2019-2020	2020-2021
<b>CITY MANAGER'S OFFICE</b>				
City Manager	1	1	1	1
Executive Assistant to City Manager	1	1	1	1
Deputy City Manager	1	1	1	1
<b>CITY SECRETARY</b>				
City Secretary	1	1	1	1
<b>HUMAN RESOURCES</b>				
Director, Human Resources	1	1	1	1
Human Resources Generalist	1	1	1	0
<b>INFORMATION TECHNOLOGY</b>				
Administrator, IT	1	1	1	1
Specialist, IT	0	1	0	0
<b>FINANCE</b>				
Director, Finance	1	1	1	1
Financial Analyst	1	1	1	1
Finance Coordinator	1	1	1	0
Administrative Support Technician	0	0	0	1
<b>MUNICIPAL COURT</b>				
Administrator, Court	1	1	1	1
<b>FIRE DEPARTMENT</b>				
Fire Chief	1	1	1	1
Deputy Chief, Fire	1	1	0	0
Executive Assistant	1	1	0.50	1
Driver	0	3	3	3
Captains, Fire	3	3	3	3
Firefighter/EMT	3	2	2	2
Firefighter/Paramedic	6	7	7	7
<b>POLICE DEPARTMENT</b>				
Chief of Police	0	0	1	1
Deputy Chief, Police	1	1	0	1
Communications Supervisor	0	1	1	1
Emergency Dispatchers	5	6	6	4
Executive Assistant, Police	1	1	0.5	0

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



Police Officers	12	17	16	16
Sergeant, Police	3	4	4	3
Records Clerk	1	1	1	1
Records & Property Coordinator	1	1	1	1
Animal Control Officer	1	1	1	1
<b>STREETS DEPARTMENT</b>				
Director, Public Works & Infrastructure	1	0.33	0.33	0
Utility Worker III, Streets	1	1	1	2
Utility Worker II, Streets	0	0	0	0
Utility Worker I, Streets	0	0	0	1
Groundskeeper	0	0	1	1
<b>Economic Development</b>				
Administrator, Economic Development	0.5	1	1	1
<b>Planning &amp; Development</b>				
Director, Planning & Development	1	1	0	0
Building Official	0	1	1	0
Planner	1	1	1	1
Coordinator, Permits	1	1	1	1
Code Compliance Officer	2	2	2	2
<b>Community Engagement</b>				
Administrator, Community Engagement	1	1	1	1
Coordinator, Community Engagement	0	1	1	0
Coordinator, Social Services	0	0	1	1
<b>Utility Administration</b>				
Supervisor, Utilities Billing	1	1	1	1
Utilities Billing Representative	2	2	2	2
<b>Meter Services</b>				
Coordinator, Meter Services	1	1	1	1
Meter Reader	2	2	1	1
Utility Worker I, Meter Services	1	1	2	2
<b>Water Operations</b>				
Director, Public Works & Infrastructure	0	0.33	0.33	0
Inspector	1	1	1	1
Executive Assistant Public Works	1	1	1	1
Superintendent, Utilities	1	1	1	1
Supervisor, Utilities	1	1	1	1
Utility Worker I, Water Operations	1	1	1	0

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



Utility Worker III, Water Operations	2	2	1	1
Utility Worker III Backflow Operator	1	1	1	1
<b>Wastewater Operations</b>				
Utility Worker I, Waste Water	2	2	2	1
Utility Worker III, Waste Water	1	1	1	1
<b>Stormwater</b>				
Director, Public Works & Infrastructure	0	0.33	0.33	0
Field Supervisor	1	1	1	1
Groundskeeper	3	5	3	2
Utility Worker I	1	1	1	1
<b>TOTAL FULL TIME POSITIONS</b>	<b>82.5</b>	<b>98.99</b>	<b>92.24</b>	<b>86</b>
<b>Part Time Positions</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Firefighter/EMT/Paramedic	6	3	3	3
Driver	0	0	0	2
<b>TOTAL PART TIME POSITIONS</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>5</b>

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



**PROPOSED BUDGET SUMMARY**

Fund	Total Projected Beginning Fund Balance	Revenues	Expenditures	Transfers In (Out)	Net Change in Fund Balance	Ending Fund Balance	
						Total Ending Fund Balance	Days Reserve
<b>General Fund</b>	7,724,246	9,492,489	8,791,503	348,775	1,049,761	8,774,007	365
<b>Debt Service</b>	-	-	-	-	-	-	
<b>Special Revenue Funds:</b>	5,023,373	1,390,429	3,590,000	33,000	(1,566,571)	3,456,802	-
Court Tech	3,453	3,000	-	-	3,000	6,453	
Court Security	45,694	2,812	-	-	2,812	48,506	
911 Fees	243,953	70,000	300,000	33,000	403,000	646,953	
Grants	4,245	1,367	-	-	1,367	5,612	
Park Fees	406,779	175,750	470,000	-	(294,250)	112,529	
Street Impact	1,987,372	387,500	1,000,000	-	(612,500)	1,374,872	
Water/Sewer Impact	1,974,613	750,000	1,720,000	-	(970,000)	1,004,613	
Vehicle Replacement	357,266	-	100,000	-	(100,000)	257,266	
<b>Capital Project Funds:</b>	18,646,408	181,000	10,345,826	-	(10,164,826)	8,481,582	-
General Fund Capital Projects	3,055,985	181,000	3,000,000	-	(2,819,000)	236,985	
2006 CO Bonds - Streets	6	-	6	-	(6)	0	
2015 CO Bonds - City Hall/PS	2,321,354	-	345,820	-	(345,820)	1,975,534	
2016 GO Bonds	13,269,062	-	7,000,000	-	(7,000,000)	6,269,062	
<b>Proprietary Funds:</b>	2,507,807	6,603,000	5,733,505	(15,775)	731,845	3,239,652	
<b>Water and Sewer</b>	2,242,162	6,273,000	5,467,246	-	683,879	2,926,041	191
<b>Drainage</b>	265,645	330,000	266,258	(15,775)	47,967	313,612	430
<b>Total Funds</b>	33,901,834	17,666,918	28,460,834	366,000	(9,949,791)	23,952,044	

**PROPOSED BUDGET INCLUDES:**

- \*Property tax rate of \$0.804430/100 (reduction from previous year)
- \*No increase in water or sewer rates
- \*\$21,000 General Fund Revenue Charge for Services from Water and Sewer Fund to General Fund for reimbursement of costs
- \*\$622,772.15 in City paid insurance coverage

**City of Glenn Heights, Texas  
Fiscal Year 2020-2021 Annual Budget**



## **GENERAL FUND**

The General Fund supports functions and activities that are traditionally provided by local government. Included are Administration, Community Services, Public Safety, and Street Maintenance and Repair. Revenue to finance these programs are derived principally from Ad Valorem Taxes, local Sales Taxes, and Revenue for Administrative Support for the City's proprietary fund. Other sources of revenue include Building Permit fees and Municipal Court fines.

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



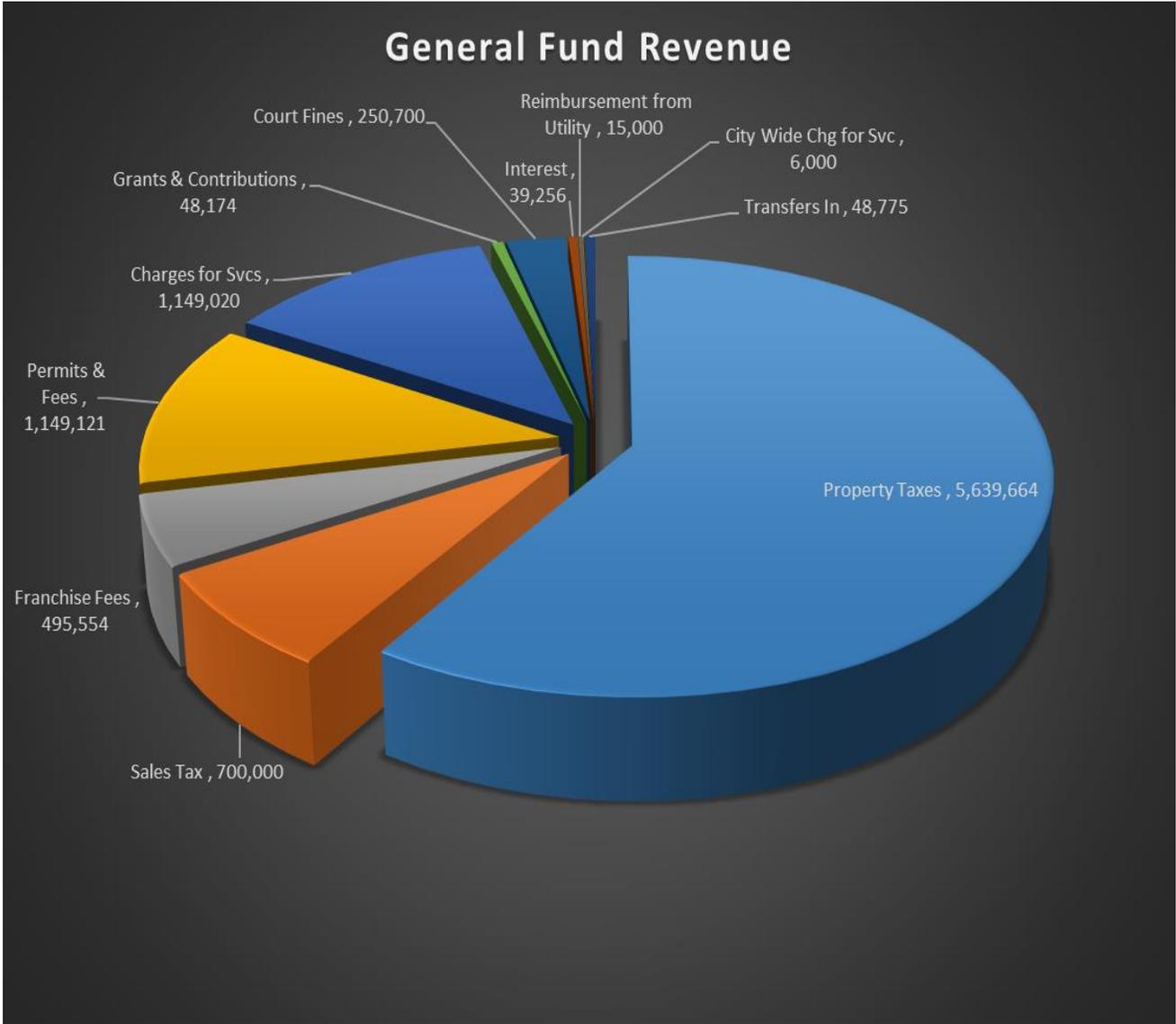
# GENERAL FUND REVENUE SUMMARY

REVENUES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED	2020-2021 APPROVED
Ad Valorem Tax Rate	0.885434	0.879181	0.833523	0.833523	0.804430
I&S Tax Rate	0.214612	0.215740	0.184129	0.184129	0.163342
M&O Tax Rate	0.670822	0.663441	0.649394	0.649394	0.641088
	-1.7065%	-1.1003%	-2.12%		
<b>Taxable Valuation</b>	<b>\$587,783,231</b>	<b>\$6660,012,306</b>	<b>\$786,525,022</b>	<b>\$786,525,022</b>	<b>\$888,057,294</b>
	19.35%	12.29%	19.17%	19.17%	12.91%
Property Taxes	\$ 4,075,393	\$ 4,340,317	\$ 5,119,863	\$ 5,076,499	\$ 5,639,664
Sales Taxes	617,073	650,000	611,000	798,911	700,000
Franchise Fees	658,608	684,450	654,340	630,376	495,554
Permits & Fees	1,244,519	1,024,375	988,100	2,403,108	1,149,121
Charges for Service	1,039,696	1,138,672	1,136,801	1,198,667	1,149,020
Recreation	2,149	1,500	1,500	355	-
Grants & Contributions	34,542	46,630	54,598	3,131	48,174
Court Fines	95,135	165,199	321,500	169,435	250,700
Interest	44,069	33,008	33,008	147,099	39,256
Transfer from Fund Reserves	-	-	-		
Miscellaneous	657,495	263,815	163,931	35,362	-
Reimbursement from Utility	276,850	221,480	64,043	64,043	15,000
Charge for Service (City Wide)	109,818	97,617	32,006	32,006	6,000
<b>Total Revenues</b>	<b>\$ 8,855,347</b>	<b>\$ 8,667,063</b>	<b>\$ 9,180,690</b>	<b>\$ 10,558,992</b>	<b>\$ 9,492,489</b>

**City of Glenn Heights, Texas  
Fiscal Year 2020-2021 Annual Budget**



**GENERAL FUND REVENUE**



**FY 2020-2021 General Fund Revenue  
\$9,492,489**

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



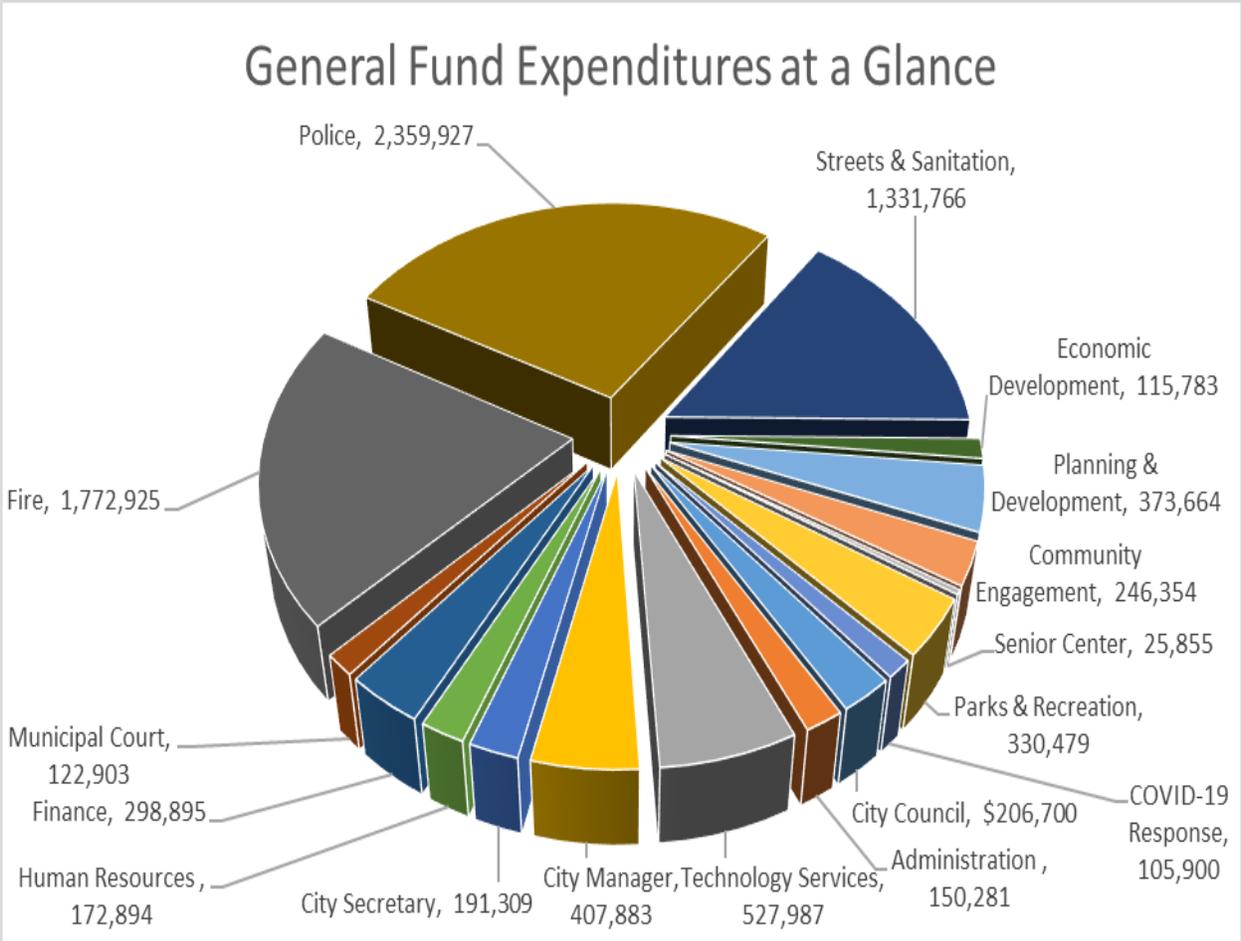
**GENERAL FUND**  
**EXPENDITURE SUMMARY**

<b>EXPENDITURES</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2019-2020 AMENDED</b>	<b>2020-2021 APPROVED</b>
City Council	256,621	242,730	307,400	108,016	206,700
Administration	112,854	100,122	121,510	80,860	150,281
Technology Services	371,869	413,287	555,651	420,492	527,987
City Manager	290,957	315,076	387,727	364,424	407,883
City Secretary	164,599	223,599	158,739	174,317	191,309
Human Resources	195,996	196,934	214,247	191,087	172,894
Finance	223,805	251,135	312,614	211,876	298,895
Municipal Court	114,177	108,176	131,211	130,602	122,903
Fire	1,836,337	1,617,147	1,696,864	1,548,245	1,772,925
Police	1,897,150	2,183,258	2,291,611	2,042,450	2,359,927
Streets & Sanitation	975,009	1,054,359	1,279,480	1,099,883	1,331,766
Economic Development	10,980	119,543	135,259	86,848	115,783
Planning & Development	668,760	566,126	451,965	307,877	373,664
Community Engagement	201,094	282,980	401,005	147,104	246,354
Senior Center				1,152	25,855
Parks & Recreation	-	34,145	37,000	8,462	330,479
COVID-19 Response				239,395	155,900
<b>Total Expenditures</b>	<b>\$7,320,208</b>	<b>\$7,708,616</b>	<b>\$8,482,284</b>	<b>\$7,163,089</b>	<b>\$8,791,503</b>

**City of Glenn Heights, Texas  
Fiscal Year 2020-2021 Annual Budget**



**GENERAL FUND EXPENDITURES**



**FY 2020-2021 Total Expenditures  
\$8,791,503**

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



# GENERAL FUND OTHER FUNDING SOURCES

OTHER FINANCING SOURCES (USES)	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED	2020-2021 APPROVED
LEASE PROCEEDS					
City Attorney/Auditor/Council (28%)	47,039	37,651	10,360	10,360	3,000
City Manager's Office (28%)	80,535	64,231	19,055	19,055	3,000
City Secretary (28%)	47,756	37,651	10,486	10,486	3,000
Human Resources (28%)	46,732	37,651	11,079	11,079	3,000
Finance (28%)	54,788	44,296	13,063	13,063	3,000
<b>W/S Charge for Services (MGT)</b>	<b>276,850</b>	<b>221,480</b>	<b>64,043</b>	<b>64,043</b>	<b>15,000</b>
Technology (28%)	92,246	81,998	25,256	25,256	3,000
Utilities (28%)	17,572	15,619	6,750	6,750	3,000
<b>W/S Charge for Services (CITY-WIDE)</b>	<b>109,818</b>	<b>97,617</b>	<b>32,006</b>	<b>32,006</b>	<b>6,000</b>
TRANSFERS FROM DRAINAGE FUND	15,775	15,775	15,775	15,775	15,775
TRANSFERS FROM 911 WIRELESS FUND	33,000	33,000	33,000	33,000	33,000
<b>TOTAL TRANSFERS IN (OUT)</b>	<b>48,775</b>	<b>48,775</b>	<b>48,775</b>	<b>48,775</b>	<b>48,775</b>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>435,443</b>	<b>367,872</b>	<b>144,824</b>	<b>144,824</b>	<b>69,775</b>

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



# CITY COUNCIL

## PURPOSE/MISSION STATEMENT

The City Council is the legislative body and the City functions under a Home Rule Charter. This department is designed to provide funding related to the administration of legislative matters, professional development of Council Members and contractual functions which fall under the oversight of Council.

## PERFORMANCE MEASURES

WORKLOAD MEASURES				
INDICATORS	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED	2020-2021 APPROVED
Ordinance Enacted	26	12	12	44
Resolutions Enacted	34	31	30	31
Number of Council Meetings	22	32	29	32

## BUDGET HIGHLIGHTS

Provide Citizens with the representation they deserve to voice their needs and concerns.

## PERSONNEL SUMMARY

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2020-2021 APPROVED
Full-Time	0	0	0	0
Part-Time	0	0	0	0
Contractual Services				
City Attorney	0	1	1	1
City Auditor	0	1	1	1
<b>Total Positions</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>

## Budget Summary

	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED	2020-2021 APPROVED
Personnel	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0
Contracted Service	\$228,149	\$175,000	\$207,200	\$147,200
Operating	\$26,576	\$54,230	\$82,700	\$46,000
Departmental	\$1,896	\$13,500	\$17,500	\$13,500
<b>Total</b>	<b>\$256,621</b>	<b>\$242,730</b>	<b>\$307,400</b>	<b>\$206,700</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**City Council**

<b>09-CITY COUNCIL</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	CONTRACTED SERVICES	\$ 228,149	\$ 175,000	\$ 207,200	\$ 90,372	\$ 147,200
	OPERATING	26,576	54,230	82,700	16,455	46,000
	DEPARTMENTAL	1,896	13,500	17,500	1,189	13,500
<b>TOTAL CITY COUNCIL</b>		<b>\$ 256,621</b>	<b>\$ 242,730</b>	<b>\$ 307,400</b>	<b>\$ 108,016</b>	<b>\$ 206,700</b>
<b>PERSONNEL SUMMARY</b>						
	Full-time Positions	0	0	0		
	Part-time Positions	0	0	0		
	Total Positions	0	0	0	0	0
<b>09-CITY COUNCIL</b>						
		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>CONTRACTED SERVICES</b>						
100-5-09-3001	AUDITING	29,200	30,000	32,200	-	32,200
100-5-09-3002	LEGAL SERVICES	198,949	145,000	175,000	90,372	115,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>228,149</b>	<b>175,000</b>	<b>207,200</b>	<b>90,372</b>	<b>147,200</b>
<b>OPERATING</b>						
100-5-09-3400	CONFERENCE, TRAINING, & TRAVEL - MAYOR	3,631	6,500	10,000	1,941	5,000
100-5-09-3401	CONFERENCE, TRAINING, & TRAVEL-PLACE 1	3,401	6,500	10,000	1,356	5,000
100-5-09-3402	CONFERENCE, TRAINING, & TRAVEL-PLACE 2	2,701	6,500	10,000	2,138	5,000
100-5-09-3403	CONFERENCE, TRAINING, & TRAVEL-PLACE 3	4,588	6,500	10,000	1,207	5,000
100-5-09-3404	CONFERENCE, TRAINING, & TRAVEL-PLACE 4	1,742	6,500	10,000	1,094	5,000
100-5-09-3405	CONFERENCE, TRAINING, & TRAVEL-PLACE 5	5,230	6,500	10,000	3,569	5,000
100-5-09-3406	CONFERENCE, TRAINING, & TRAVEL-PLACE 6	2,177	6,500	10,000	2,125	5,000
100-5-09-3501	OTHER COUNCIL EXPENSES	2,714	7,230	5,000	2,344	5,000
100-5-09-3503	PRINTING, COPY & PHOTO	392	1,500	3,500	681	2,000
100-5-09-3505	CITY COUNCIL CELL PHONES	-	-	4,200	-	4,000
<b>TOTAL OPERATING</b>		<b>26,576</b>	<b>54,230</b>	<b>82,700</b>	<b>16,455</b>	<b>46,000</b>
<b>DEPARTMENTAL</b>						
100-5-09-3521	MAYOR INITIATIVES	1,896	3,500	7,500	1,189	3,500
100-5-09-3550	LITIG. CLAIMS/SETTLEMENTS	-	-	-	-	-
100-5-09-3516	STRATEGIC PLANNING	-	10,000	10,000	-	10,000
<b>TOTAL DEPARTMENTAL</b>		<b>1,896</b>	<b>13,500</b>	<b>17,500</b>	<b>1,189</b>	<b>13,500</b>
<b>TOTAL CITY COUNCIL</b>		<b>\$ 256,621</b>	<b>\$ 242,730</b>	<b>\$ 307,400</b>	<b>\$ 108,016</b>	<b>\$ 206,700</b>

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



# ADMINISTRATION

## PURPOSE/MISSION STATEMENT

The Administration Program captures activities that have costs that are not readily assigned to any specific department. Administration covers several shared expenses for the City such as Utilities, Insurance, Supplies, etc.

## PERSONNEL SUMMARY

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Full-Time	0	0	0	0
IT Administration	0	0	0	0
<b>Total Positions</b>	0	0	0	0

## Budget Summary

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Supplies	\$24,591	\$22,377	\$32,000	\$30,000
Contracted Service	\$44,6889	\$2,000	\$2,000	\$2,000
Operating	\$18,954	\$75,744	\$82,510	\$113,281
Departmental	\$0	\$0	\$5,000	\$5,000
Capital Outlay	\$24,980	\$0	\$0	\$0
<b>Total</b>	<b>\$112,854</b>	<b>\$100,122</b>	<b>\$121,510</b>	<b>\$150,281</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Admin**

<b>010-Administration</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	SUPPLIES	\$ 24,591	\$ 22,377	\$ 32,000	12,609	30,000
	CONTRACTED SERVICES	44,689	2,000	2,000	\$ 351	\$ 2,000
	OPERATING	18,594	75,744	82,510	67,900	113,281
	DEPARTMENTAL	-	-	5,000	-	5,000
	CAPITAL OUTLAY	24,980	-	-	-	-
<b>TOTAL ADMINISTRATION</b>		<b>\$ 112,854</b>	<b>\$ 100,122</b>	<b>\$ 121,510</b>	<b>\$ 80,860</b>	<b>\$ 150,281</b>
<hr/>						
<b>10-Administration</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>SUPPLIES</b>						
100-5-10-2000	OFFICE SUPPLIES	17,931	17,009	22,000	9,066	20,000
100-5-10-2125	POSTAGE	6,660	5,369	10,000	3,543	10,000
<b>TOTAL SUPPLIES</b>		<b>24,591</b>	<b>22,377</b>	<b>32,000</b>	<b>12,609</b>	<b>30,000</b>
<b>CONTRACTED SERVICES</b>						
100-5-10-3013	OTHER PROFESSIONAL SERVICES	44,689	2,000	2,000	351	2,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>44,689</b>	<b>2,000</b>	<b>2,000</b>	<b>351</b>	<b>2,000</b>
<b>OPERATING</b>						
100-5-10-3303	NATURAL GAS	-	700	1,000	976	1,000
100-5-10-3400	GENERAL LIABILITY INSURANCE	-	1,183	5,460	14,568	14,568
100-5-10-3401	AUTO LIABILITY INSURANCE	-	31,500	31,500	-	27,216
100-5-10-3402	FIRE & PROPERTY INSURANCE	-	11,550	11,550	37,251	37,251
100-5-10-3403	ERRORS & OMISSIONS INSURANCE	-	10,500	10,500	-	7,746
100-5-10-3503	PRINTING, COPY, & PHOTO	7,483	7,968	10,000	2,680	10,000
100-5-10-3505	OTHER OPERATING EXPENSES	691	486	2,500	179	2,500
100-5-10-3506	DUES, SUBSCRIPTIONS, & PUBLICATION	10,420	11,858	10,000	12,245	13,000
<b>TOTAL OPERATING</b>		<b>18,594</b>	<b>75,744</b>	<b>82,510</b>	<b>67,900</b>	<b>113,281</b>
<b>DEPARTMENTAL</b>						
100-5-10-3625	CONTINGENCY RESERVE	-	-	5,000	-	5,000
<b>TOTAL DEPARTMENTAL</b>		<b>-</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>
<b>CAPITAL OUTLAY</b>						
100-5-10-5000	CAPITAL EXPENDITURES	24,980	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>24,980</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL ADMINISTRATION</b>		<b>\$ 112,854</b>	<b>\$ 100,122</b>	<b>\$ 121,510</b>	<b>\$ 80,860</b>	<b>\$ 150,281</b>

**City of Glenn Heights, Texas**  
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## **ADMINISTRATIVE SERVICES**

The Administrative Services Cluster provides a wide variety of administrative services to the residents of Glenn Heights and to all departments within the City. The Administrative Services Cluster includes seven areas: City Manager's Office, City Secretary's Office, Human Resources, Information Technology, Finance, Municipal Court, & Community Engagement.

**City of Glenn Heights, Texas  
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**CITY MANAGER**

**PURPOSE/MISSION STATEMENT**

The City Manager oversees the implementation of City Council policies and directives, manages the daily operations for the City, administers the annual operating budget, and promotes the overall interest of the community.

**FY 2019-2020 ACCOMPLISHMENTS**

Senior Center Ribbon Cutting and Grand Opening
Design Approval and Construction Start for City Center Project
Activation of Emergency Operation Center (EOC) due to COVID-19 Pandemic
Interlocal Agreement with Ellis County to Repair the South Hampton Road Bridge
Professional Services Agreement for Mesa Addition Street and Water Improvements
Cooperation Agreement with Dallas County for CDBG/HOME/ESG Programs for Federal Fiscal Years 2021, 2022 and 2023
Interlocal Agreement with Ellis County to Repair the South Hampton Road Bridge
Vacation Leave Buyback

**PERFORMANCE MEASURES**

**PRODUCTIVITY INDICATORS**

<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Percent of citizen service requests responded to w/in 10 days	85%	88%	90%	92%
Number of press releases submitted to media outlets	20	24	25	25

**WORKLOAD MEASURES**

<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Number of Citizen service request	45	52	60	65
City Council Meetings attended	28	26	26	26
Community meetings attended	15	20	25	20

**City of Glenn Heights, Texas**  
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**CITY MANAGER**

**FY 2020-2021 WORKPLAN SUMMARY**

Continue City Center Project.

**BUDGET HIGHLIGHTS**

Contract for AMI Water Meter Equipment and Services  
 Hazard Pay for Frontline Employees due to COVID-19

**PERSONNEL SUMMARY**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
<b>Full-Time</b>				
City Manager	1	1	1	1
Deputy City Manager	1	1	1	1
Exec. Asst. to City Manager	1	1	1	1
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Budget Summary**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Personnel	\$281,772	\$300,126	\$368,777	\$393,433
Supplies	\$3,254	\$2,450	\$3,450	\$3,450
Contracted Service	\$138	\$500	\$500	\$0
Repairs & Maintenance	\$398	\$500	\$2,000	\$2,000
Operating	\$4,242	\$6,500	\$8,000	\$6,000
Departmental	\$1,153	\$5,000	\$5,000	\$3,000
<b>Total</b>	<b>\$290,957</b>	<b>\$315,076</b>	<b>\$387,727</b>	<b>\$407,883</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**City Manager**

<b>11-CITY MANAGER'S OFFICE</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 281,772	\$ 300,126	\$ 368,777	\$ 360,724	\$ 393,433
	SUPPLIES	3,254	2,450	3,450	1,288	3,450
	CONTRACTED SERVICES	138	500	500	-	-
	REPAIRS & MAINTENANCE	398	500	2,000	216	2,000
	OPERATING	4,242	6,500	8,000	1,652	6,000
	DEPARTMENTAL	1,153	5,000	5,000	544	3,000
	DEBT PAYMENTS	-	-	-	-	-
	CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL CITY MANAGER'S OFFICE</b>		<b>\$ 290,957</b>	<b>\$ 315,076</b>	<b>\$ 387,727</b>	<b>\$ 364,424</b>	<b>\$ 407,883</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	City Manager	1	1	1	1	1
	Deputy City Manager	1	1	1	1	1
	Executive Assistant	1	1	1	1	1
	Total Positions	3	3	3	3	3
<b>11-CITY MANAGER'S OFFICE</b>						
		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-11-1000	EXEMPT SALARY	200,912	216,244	258,300	255,486	276,699
100-5-11-1010	REGULAR SALARIES FULL-TIME	48,083	39,364	53,872	53,643	56,410
100-5-11-1200	PAYROLL TAXES FICA	13,802	18,305	23,881	23,502	25,483
100-5-11-1205	WORKERS COMP	1,661	2,628	2,628	-	2,501
100-5-11-1210	INSURANCE	8,627	15,661	20,481	18,861	22,081
100-5-11-1220	T.M.R.S.	6,750	7,798	9,615	9,231	10,260
<b>TOTAL PERSONNEL</b>		<b>281,772</b>	<b>300,126</b>	<b>368,777</b>	<b>360,724</b>	<b>393,433</b>
<b>SUPPLIES</b>						
100-5-11-2100	GASOLINE & FUELS	3,254	2,000	3,000	1,288	3,000
100-5-11-2155	OTHER SMALL EQUIPMENT	-	450	450	-	450
<b>TOTAL SUPPLIES</b>		<b>3,254</b>	<b>2,450</b>	<b>3,450</b>	<b>1,288</b>	<b>3,450</b>
<b>CONTRACTED SERVICES</b>						
100-5-11-3013	OTHER PROFESSIONAL SERV	138	500	500	-	-
<b>TOTAL CONTRACTED SERVICES</b>		<b>138</b>	<b>500</b>	<b>500</b>	<b>-</b>	<b>-</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
100-5-11-3202	R & M AUTO/TRUCK	398	500	2,000	216	2,000
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>398</b>	<b>500</b>	<b>2,000</b>	<b>216</b>	<b>2,000</b>
<b>OPERATING</b>						
100-5-11-3500	CONFERENCE, TRAINING, & TRAVEL	2,540	3,500	5,000	1,552	3,500
100-5-11-3503	PRINTING, COPY & PHOTO	56	500	500	-	-
100-5-11-3506	DUES, SUBSCRIPTIONS & PUB	1,646	2,500	2,500	100	2,500
100-5-11-3509	ADVERTISING	-	-	-	-	-
<b>TOTAL OPERATING</b>		<b>4,242</b>	<b>6,500</b>	<b>8,000</b>	<b>1,652</b>	<b>6,000</b>
<b>DEPARTMENTAL</b>						
100-5-11-3516	STRATEGIC PLANNING	1,153	5,000	5,000	544	3,000
<b>TOTAL DEPARTMENTAL</b>		<b>1,153</b>	<b>5,000</b>	<b>5,000</b>	<b>544</b>	<b>3,000</b>
<b>TOTAL CITY MANAGER'S OFFICE</b>		<b>\$ 290,957</b>	<b>\$ 315,076</b>	<b>\$ 387,727</b>	<b>\$ 364,424</b>	<b>\$ 407,883</b>

**City of Glenn Heights, Texas**  
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# CITY SECRETARY

## PURPOSE/MISSION STATEMENT

To support, facilitate and strengthen the City of Glenn Heights governmental process by safeguarding and enriching the municipal election and records management processes, assisting the City Council in fulfilling its duties and responsibilities, improving public access to municipal records and other information, enhancing public participation in municipal government processes, and providing continuity for Glenn Heights city government by recording its legislative actions.

## FY 2019-2020 ACCOMPLISHMENTS

Coordinate the November 2020 Election

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED	2020-2021 APPROVED
Accuracy of Council meeting minutes	100%	100%	100%	100%
Days required for open record request	2-day average	5-day average	3-5-day average	3-5-day average
Time required to process and codify Ordinances	Monthly	Quarterly	Monthly	Quarterly

WORKLOAD MEASURES				
INDICATORS	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED	2020-2021 APPROVED
Number of City Council meeting agenda packets prepared	32	33	33	32
Number of Proclamations Developed	18	25	25	48
Number of Ordinances and Resolutions approved by Council	30	40	40	0-31/R-48
Open records request received and processed	85	85	85	107
City Elections held	2	2	1	2
Board and Commission meetings posted	14	14	14	20

**City of Glenn Heights, Texas  
Fiscal Year 2020-2021 Annual Budget**



**CITY SECRETARY**

**FY 2020-2021 WORKPLAN SUMMARY**

Coordinate November 2020 Election

**BUDGET HIGHLIGHTS**

Coordinate Special Election

**PERSONNEL SUMMARY**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
<b>Full-Time</b>				
City Secretary	1	1	1	1
<b>Total Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Budget Summary**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Personnel	\$90,662	\$87,873	\$82,739	\$95,359
Contracted Service	\$65,735	\$125,450	\$67,500	\$85,450
Operating	\$8,202	\$10,275	\$8,500	\$10,500
<b>Total</b>	<b>\$164,599</b>	<b>\$223,599</b>	<b>\$158,739</b>	<b>\$191,309</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**City Secretary**

<b>12-CITY SECRETARY</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 90,662	\$ 87,873	\$ 82,739	\$ 90,057	\$ 95,359
	CONTRACTED SERVICES	65,735	125,450	67,500	74,918	85,450
	OPERATING	8,202	10,275	8,500	9,342	10,500
<b>TOTAL CITY SECRETARY</b>		<b>\$ 164,599</b>	<b>\$ 223,599</b>	<b>\$ 158,739</b>	<b>\$ 174,317</b>	<b>\$ 191,309</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	City Secretary	1	1	1	1	1
	Asst. City Secretary	0	0	0	0	0
	Record Clerk	1	1	0	0	0
	PART-TIME POSITIONS					
	Intern	0	0	0	0	0
	Total Positions	2	2	1	1	1
<b>12-CITY SECRETARY</b>						
		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-12-1000	EXEMPT SALARY	67,895	69,640	66,062	74,526	78,718
100-5-12-1010	REGULAR SALARIES- FULL TIME	5,698	1,378	-	-	-
100-5-12-1020	REGULAR SALARIES- PART TIME	761	-	-	-	-
100-5-12-1200	PAYROLL TAXES FICA	5,358	5,932	5,054	5,447	6,022
100-5-12-1205	WORKERS COMP	728	876	876	-	834
100-5-12-1210	INSURANCE	6,830	7,461	8,713	7,972	7,360
100-5-12-1220	T.M.R.S.	2,611	2,587	2,035	2,112	2,425
<b>TOTAL PERSONNEL</b>		<b>\$ 90,662</b>	<b>\$ 87,873</b>	<b>\$ 82,739</b>	<b>\$ 90,057</b>	<b>\$ 95,359</b>
<b>CONTRACTED SERVICES</b>						
100-5-12-3007	Appraisal District Allocation	21,281	31,450	23,000	31,027	34,450
100-5-12-3008	CODIFICATION	3,175	4,500	4,500	4,957	3,000
100-5-12-3009	CONTRACT FOR TAXES	-	10,000	10,000	10,519	10,000
100-5-12-3010	ELECTION EXPENSES	41,279	79,500	30,000	28,415	38,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>65,735</b>	<b>125,450</b>	<b>67,500</b>	<b>74,918</b>	<b>85,450</b>
<b>OPERATING</b>						
100-5-12-3300	CELL PHONES & WIRELESS	786	75	-	-	-
100-5-12-3500	CONFERENCE, TRAINING, & TRAVEL	1,743	4,000	3,000	-	1,000
100-5-12-3506	DUES, SUBSCRIPTIONS, & PUBLICATION	1,495	1,200	500	247	500
100-5-12-3509	ADVERTISING & LEGAL PUBLICATION	4,178	5,000	5,000	9,096	9,000
<b>TOTAL OPERATING</b>		<b>8,202</b>	<b>10,275</b>	<b>8,500</b>	<b>9,342</b>	<b>10,500</b>
<b>TOTAL CITY SECRETARY</b>		<b>\$ 164,599</b>	<b>\$ 223,599</b>	<b>\$ 158,739</b>	<b>\$ 174,317</b>	<b>\$ 191,309</b>

**City of Glenn Heights, Texas**  
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# HUMAN RESOURCES

## PURPOSE/MISSION STATEMENT

The Human Resources Office serves as an advocate for employees and partners with management to ensure compliance with City guidelines and policies. It is responsible for policy development, managing the City's compensation and benefit plans, performance management, recruitment and staffing, special programs, and maintaining compliance with federal and state employment laws.

## FY 2019-2020 ACCOMPLISHMENTS

Conducted salary surveys to maintain competitiveness

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED	2020-2021 APPROVED
Average time to fill vacancies	50 Days	50 Days	20 Days	60 Days
Average number of training hours per employee	10	10	4	1
Timely completion of performance evaluation	100%	100%	100%	100%
Number of open enrollments processed	86	86	90	73
Number of new hires	22	22	25	9

WORKLOAD MEASURES				
INDICATORS	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED	2020-2021 APPROVED
Pre-Screening interviews conducted	100	100	100	0
Number of open enrollments processed	86	86	86	73
Employee training session held	12	12	12	1
Number of new hires	22	22	22	0
Number of claims processed	30	30	30	0

**City of Glenn Heights, Texas**  
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# HUMAN RESOURCES

## FY 2020-2021 WORKPLAN SUMMARY

Continue to provide information to employees as COVID -19 evolves.

## BUDGET HIGHLIGHTS

Annual employee evaluations.  
 Onboarding of new employees.

## PERSONNEL SUMMARY

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2020-2021 APPROVED
<b>Full-Time</b>				
Director of Human Resources	1	1	1	1
HR Generalist	0	1	1	0
<b>Part-Time</b>				
Summer Youth Employment Program	8	8	0	0
<b>Total Positions</b>	<b>10</b>	<b>10</b>	<b>2</b>	<b>1</b>

## Budget Summary

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2020-2021 APPROVED
Personnel	\$154,199	\$110,058	\$169,097	\$115,494
Contracted Service	\$17,593	\$63,451	\$4,500	\$20,000
Operating	\$2,417	\$5,525	\$5,150	\$4,600
Departmental	\$21,787	\$17,900	\$35,500	\$32,800
<b>Total</b>	<b>\$195,996</b>	<b>\$196,934</b>	<b>\$214,247</b>	<b>\$172,894</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Human Resources**

<b>13-HUMAN RESOURCES</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 154,199	\$ 110,058	\$ 169,097	\$ 155,716	\$ 115,494
	CONTRACTED SERVICES	17,593	63,451	4,500	21,203	20,000
	OPERATING	2,417	5,525	5,150	2,692	4,600
	DEPARTMENTAL	21,787	17,900	35,500	11,475	32,800
<b>TOTAL HUMAN RESOURCES</b>		<b>\$ 195,996</b>	<b>\$ 196,934</b>	<b>\$ 214,247</b>	<b>\$ 191,087</b>	<b>\$ 172,894</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Director	1	1	1	1	1
	Administrator	0	0	0	0	0
	Human Resources Generalist	1	1	1	1	0
	PART-TIME POSITIONS					
	SYEP	8	8	0		0
	Total Positions	10	10	2	2	1
<b>13-HUMAN RESOURCES</b>						
		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-13-1000	EXEMPT SALARY	56,408	65,500 /	93,349	93,215	96,149
100-5-13-1010	REGULAR SALARIES- FULL TIME	50,994	27,000	43,867	42,878	-
100-5-13-1020	REGULAR SALARIES- PART TIME	16,015	532	-	-	-
100-5-13-1025	OVERTIME	2,433	22	-	-	-
100-5-13-1200	PAYROLL TAXES FICA	8,777	6,281	10,497	10,053	7,355
100-5-13-1205	WORKERS COMP	1,448	2,919	1,752	-	834
100-5-13-1210	INSURANCE	12,641	5,154	15,406	5,727	8,194
100-5-13-1220	T.M.R.S.	3,907	2,650	4,226	3,844	2,961
<b>TOTAL PERSONNEL</b>		<b>154,199</b>	<b>110,058</b>	<b>169,097</b>	<b>155,716</b>	<b>115,494</b>
<b>CONTRACTED SERVICES</b>						
100-5-13-3010	TECHNOLOGY	-	2,000	2,000	-	2,000
100-5-13-3013	OTHER PROFESSIONAL SERVICES	17,593	5,000	2,500	21,203	18,000
100-5-13-3014	TEMP CONTRACT SERVICES	-	56,451	-	-	-
<b>TOTAL CONTRACTED SERVICES</b>		<b>17,593</b>	<b>63,451</b>	<b>4,500</b>	<b>21,203</b>	<b>20,000</b>
<b>OPERATING</b>						
100-5-13-3300	CELL PHONES & WIRELESS	212	-	-	-	-
100-5-13-3500	CONFERENCE, TRAINING, & TRAVEL	407	2,700	2,700	-	2,500
100-5-13-3503	PRINTING, COPY, & PHOTO	294	500	500	-	350
100-5-13-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	523	1,075	700	385	500
100-5-13-3509	ADVERTISING	981	1,250	1,250	2,307	1,250
<b>TOTAL OPERATING</b>		<b>2,417</b>	<b>5,525</b>	<b>5,150</b>	<b>2,692</b>	<b>4,600</b>
<b>DEPARTMENTAL</b>						
100-5-13-3510	EMPLOYEE IMMUNIZATIONS	-	500	500	-	200
100-5-13-3513	EMPLOYEE RELATIONS	6,108	4,000	8,000	4,640	8,000
100-5-13-3515	MEDICAL/PHYSICAL EXAMS	6,536	4,000	13,600	5,002	13,500
100-5-13-3516	EMPLOYEE BACKGROUND CHECK	5,437	7,200	7,200	1,833	5,000
100-5-13-3522	PERSONNEL TRAINING	889	2,000	6,000	-	6,000
100-5-13-3525	CITY RISK MGT PROGRAM	-	200	200	-	100
<b>TOTAL DEPARTMENTAL</b>		<b>21,787</b>	<b>17,900</b>	<b>35,500</b>	<b>11,475</b>	<b>32,800</b>
<b>TOTAL HUMAN RESOURCES</b>		<b>\$ 195,996</b>	<b>\$ 196,934</b>	<b>\$ 214,247</b>	<b>\$ 191,087</b>	<b>\$ 172,894</b>

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# INFORMATION TECHNOLOGY

## PURPOSE/MISSION STATEMENT

The Information Technology Services Group provides a broad range of technology-based planning, resources, and technical services to the staff and citizens of the City of Glenn Heights.

<b>FY 2019-2020 ACCOMPLISHMENTS</b>
Changed City cellphone and mobile hotspot provider, upgrading the phones and increasing the number of lines while still lowering the monthly bill.
Compiled an inventory of City technology hardware and software to properly plan department spending and device replacement schedule.
Designed and implemented data and server backups for disaster recovery.
Performed overdue server security update/patching and updated firewall firmware to reduce security vulnerabilities.
Purchased Darktrace Artificial Intelligence network and email security to protect the City from potential ransomware threats and email phishing scams.
Outfitted City employees with the needed technology and training to successfully work from home during the CoVID-19 pandemic with minimal expenditure

## PERFORMANCE MEASURES

<b>PRODUCTIVITY INDICATORS</b>				
<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Percent of work orders completed within 2 business days	90%	92%	95%	95%
Percent of network/system up time	90%	90%	90%	99%
Percent of departments utilizing the City's electronic record mgmt. system	20%	20%	20%	20%
<b>WORKLOAD MEASURES</b>				
<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Number of work orders processed	700	650	525	350
Number of departments successfully operating an electronic records mgmt. system	20%	20%	20%	20%
Number of Active Desk Top Computers City-Wide	65	65	45	10 Desktops 55 Laptops
Number of Active Servers City-Wide	11	11	11	10
Number of projects completed on schedule	15	15	20	15

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**INFORMATION TECHNOLOGY**

**FY 2020-2021 WORKPLAN SUMMARY**

Implement a new High-Speed Internet and VOIP phone service contract that will increase City network speeds and quality while reducing telecom costs by 16%.
Implement a new High-Speed Internet and VOIP phone service contract that will increase City network speeds and quality while reducing telecom costs by 16%.
Replace City desktop computers with laptops and docking stations, providing hardware and software upgrades while increasing telecommuting capabilities.
Upgrade wireless phone service by changing provider to AT&T FirstNet.
Enhance the capabilities and update the data of the City's Geographic Information Systems (GIS)

**BUDGET HIGHLIGHTS**

Continue to provide technical assistance remotely.
--

**PERSONNEL SUMMARY**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
<b>Full-Time</b>				
IT Administrator	1	1	1	1
IT Specialist	0	1	0	0
<b>Total Positions</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>

**Budget Summary**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Personnel	\$82,902	\$81,388	\$90,751	\$87,972
Supplies	\$0	\$40	\$350	\$500
Contracted Service	\$103,277	\$132,000	\$183,800	\$176,750
Operating	\$371,869	\$413,287	\$555,651	\$262,765
<b>Total</b>	<b>\$371,869</b>	<b>\$413,287</b>	<b>\$555,651</b>	<b>\$527,987</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**IT**

<b>014- Information Technology</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 82,902	\$ 81,388	\$ 90,751	\$ 74,885	\$ 87,972
	SUPPLIES	-	40	350	-	500
	CONTRACTED SERVICES	103,277	132,000	183,800	158,203	176,750
	OPERATING	185,690	199,859	280,750	187,404	262,765
<b>TOTAL Information Technology</b>		<b>\$ 371,869</b>	<b>\$ 413,287</b>	<b>\$ 555,651</b>	<b>\$ 420,492</b>	<b>\$ 527,987</b>
<b>PERSONNEL SUMMARY</b>						
	Full-time Positions					
	IT Administrator	1	1	1	1	1
	IT Specialist	0	1	0	0	0
	Part-time Positions	0	0	0	0	0
	Total Positions	1	2	1	1	1
<b>014- Information Technology</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-14-1000	EXEMPT SALARY	68,011	60,203	75,000	62,837	72,047
100-5-14-1010	REGULAR SALARIES FULL TIME	-	1,019	-	-	-
100-5-14-1200	PAYROLL TAXES FICA	5,197	4,823	5,738	4,663	5,512
100-5-14-1205	WORKERS COMP	369	876	876	-	834
100-5-14-1210	INSURANCE	6,010	7,300	6,827	5,638	7,360
100-5-14-1220	T.M.R.S.	2,539	2,241	2,310	1,748	2,219
<b>TOTAL PERSONNEL</b>		<b>82,902</b>	<b>81,388</b>	<b>90,751</b>	<b>74,885</b>	<b>87,972</b>
<b>SUPPLIES</b>						
100-5-14-2100	GASOLINE & FUELS	-	40	350	-	500
<b>TOTAL SUPPLIES</b>		<b>-</b>	<b>40</b>	<b>350</b>	<b>-</b>	<b>500</b>
<b>CONTRACTED SERVICES</b>						
100-5-14-3013	OTHER PROFESSIONAL SERVICES	6,830	4,000	48,000	37,410	48,000
100-5-14-3022	ANNUAL SOFTWARE MAINTENANCE	60,991	74,000	83,280	74,542	81,500
100-5-14-3024	WEBSITE HOSTING FEES	1,500	20,000	19,520	13,376	13,250
100-5-14-3050	OPERATING LEASES-COPIERS	33,956	34,000	33,000	32,875	34,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>103,277</b>	<b>132,000</b>	<b>183,800</b>	<b>158,203</b>	<b>176,750</b>
<b>OPERATING</b>						
100-5-14-3300	CELL PHONES & WIRELESS	16,156	27,000	33,000	25,398	28,000
100-5-14-3301	TELECOMMUNICATIONS	73,661	75,000	89,000	70,972	66,500
100-5-14-3500	CONFERENCE, TRAINING, & TRAVEL	2,126	1,000	3,500	-	2,000
100-5-14-3503	SOFTWARE LICENSING	34,966	66,359	70,000	76,332	86,115
100-5-14-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	380	500	250	-	150
100-5-14-3508	SOFTWARE	26,054	-	5,000	2,202	5,000
100-5-14-3510	HARDWARE	32,347	30,000	80,000	12,500	75,000
<b>TOTAL OPERATING</b>		<b>185,690</b>	<b>199,859</b>	<b>280,750</b>	<b>187,404</b>	<b>262,765</b>
<b>TOTAL INFORMATION TECHNOLOGY</b>		<b>\$ 371,869</b>	<b>\$ 413,287</b>	<b>\$ 555,651</b>	<b>\$ 420,492</b>	<b>\$ 527,987</b>

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**FINANCE**

**PURPOSE/MISSION STATEMENT**

The Finance Department is committed to providing high quality financial services to all its customers by providing accurate, complete, and timely information regarding the City's financial condition. Responsible for protecting the City's funds against unauthorized use as well as maintaining a commitment to a high-level of personal productivity to improve the Departments policies and procedures.

<b>FY 2019-2020 ACCOMPLISHMENTS</b>
Awarded the GFOA Distinguished Budget Presentation Award for FY 2019-2020
Coordinate 2019-2020 Audit
Continued to develop and implement a centralized procurement process for city purchases
Developed FY 2020-2021 Budget and Budget Book

**PERFORMANCE MEASURES**

<b>PRODUCTIVITY INDICATORS</b>				
<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Unqualified opinion on financial audit	Received	Received	Received	To Be Determined
Distinguished Budget Award	Received	Received	Received	To Be Determined
Achievement in Financial Reporting	Received	Received	Received	To Be Determined
Leadership Circle Award	Received	Received	Not Measured	To Be Determined
Number of Reconciliations	12	12	12	12

<b>WORKLOAD MEASURES</b>				
<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Monthly Budget reports produced within 30 working days of the following months	12	12	12	12
Number of Payrolls Processed	26	26	26	26
Number of Checks Processed	2300	2080	2500	2500

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**FINANCE**

**FY 2020-2021 WORKPLAN SUMMARY**

Coordinate 2019-2020 Audit
Revise Policies and Procedures for daily duties to provide greater transparency
Develop a cash handling policy
Developed FY 20-21 Budget and Budget Book

**BUDGET HIGHLIGHTS**

Find Software to improve the efficiency of every department.
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**PERSONNEL SUMMARY**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
<b>Full-Time</b>				
Finance Director	1	1	1	1
Finance Analyst	1	1	1	1
Finance Coordinator	0	1	1	0
Administrative Support Technician	1	0	0	1
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Budget Summary**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Personnel	\$210,671	\$233,415	\$244,614	\$236,895
Supplies	\$152	\$800	\$800	\$800
Contracted Service	\$2,778	\$5,000	\$0	\$0
Operating	\$10,469	\$11,320	\$16,600	\$10,600
Departmental	-\$265	\$600	\$600	\$600
Capital Outlay	\$0	\$0	\$50,000	\$50,000
<b>Total</b>	<b>\$223,805</b>	<b>\$251,135</b>	<b>\$312,614</b>	<b>\$298,895</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Finance**

<b>20-FINANCE</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 210,671	\$ 233,415	\$ 244,614	\$ 199,269	\$ 236,895
	SUPPLIES	152	800	800	-	800
	CONTRACTED SERVICES	2,778	5,000	-	7,734	-
	OPERATING	10,469	11,320	16,600	4,641	10,600
	DEPARTMENTAL	(265)	600	600	233	600
	CAPITAL OUTLAY	-	-	50,000	-	50,000
<b>TOTAL FINANCE OFFICE</b>		<b>\$ 223,805</b>	<b>\$ 251,135</b>	<b>\$ 312,614</b>	<b>\$ 211,876</b>	<b>\$ 298,895</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Finance Director	1	1	1	1	1
	Financial Analyst	1	1	1	1	1
	Administrative Support Technician	1	0	0	0	1
	Finance Coordinator		1	1	1	0
	PART-TIME POSITIONS					
	Payroll Clerk	0	0	0	0	0
	Accounting Clerk	0	0	0	0	0
	Intern	0	0	0	0	0
	<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>20-FINANCE</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-20-1000	EXEMPT SALARY	130,283	151,208	154,877	146,023	150,158
100-5-20-1010	REGULAR SALARIES- FULL TIME	33,320	36,802	40,019	21,808	41,600
100-5-20-1020	REGULAR SALARIES- PART TIME	1,923	-	-	-	-
100-5-20-1200	PAYROLL TAXES FICA	11,736	13,300	14,910	11,265	14,669
100-5-20-1205	WORKERS COMP	1,222	2,628	2,628	-	2,501
100-5-20-1210	INSURANCE	23,948	23,617	26,178	15,704	22,060
100-5-20-1220	T.M.R.S.	6,158	5,859	6,003	4,469	5,906
<b>TOTAL PERSONNEL</b>		<b>210,671</b>	<b>233,415</b>	<b>244,614</b>	<b>199,269</b>	<b>236,895</b>
<b>SUPPLIES</b>						
100-5-20-2001	FORMS	152	500	500	-	500
100-5-20-2155	SMALL OFFICE EQUIPMENT	-	300	300	-	300
<b>TOTAL SUPPLIES</b>		<b>152</b>	<b>800</b>	<b>800</b>	<b>-</b>	<b>800</b>
<b>CONTRACTED SERVICES</b>						
100-5-20-3006	CONSULTANT FEES	2,778	5,000	-	1,067	-
100-5-20-3014	TEMP CONTRACT LABOR	-	-	-	6,666	-
<b>TOTAL CONTRACTED SERVICES</b>		<b>2,778</b>	<b>5,000</b>	<b>-</b>	<b>7,734</b>	<b>-</b>
<b>OPERATING</b>						
100-5-20-3300	CELL PHONES & WIRELESS	900	600	-	-	-
100-5-20-3500	CONFERENCE, TRAINING, & TRAVEL	5,861	5,000	9,500	1,611	3,500
100-5-20-3503	PRINTING, COPY, & PHOTO	1,500	3,620	5,000	2,309	5,000
100-5-20-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	2,208	2,100	2,100	721	2,100
<b>TOTAL OPERATING</b>		<b>10,469</b>	<b>11,320</b>	<b>16,600</b>	<b>4,641</b>	<b>10,600</b>
<b>DEPARTMENTAL</b>						
100-5-20-3520	BANK NSF CHARGES	(265)	600	600	233	600
<b>TOTAL DEPARTMENTAL</b>		<b>(265)</b>	<b>600</b>	<b>600</b>	<b>233</b>	<b>600</b>
<b>CAPITAL OUTLAY</b>						
100-5-20-5000	CAPITAL EXPENDITURES	-	-	50,000	-	50,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>
<b>TOTAL FINANCE</b>		<b>\$ 223,805</b>	<b>\$ 251,135</b>	<b>\$ 312,614</b>	<b>\$ 211,876</b>	<b>\$ 298,895</b>

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# MUNICIPAL COURT

## PURPOSE/MISSION STATEMENT

The Glenn Heights Municipal Court is dedicated and committed to promoting the highest standards in customer service, upholding the integrity of the court and building public trust and confidence.

## FY 2019-2020 ACCOMPLISHMENTS

Create online court functions via ZOOM to keep the court dockets running during COVID-19.

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED	2020-2021 APPROVED
Percent of Cases Cleared	83%	83%	83%	40%
Percent of Warrants Cleared	83%	83%	83%	10%

WORKLOAD MEASURES				
INDICATORS	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED	2020-2021 APPROVED
Number of Cases Filed	2121	2000	2000	3500
Number of Cases Closed	1625	1500	1500	2500
Number of Warrants Issued	160	350	689	3000
Number of Warrants Cleared	38	200	200	300
Number of Dockets Prepared	24	24	24	40

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# MUNICIPAL COURT

## FY 2020-2021 WORKPLAN SUMMARY

Update online tools to give more options on Website for Defendants.

## BUDGET HIGHLIGHTS

Continue operations with contactless options.

## PERSONNEL SUMMARY

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2020-2021 APPROVED
<b>Full-Time</b>				
Court Administrator	1	1	1	1
<b>Total Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

## Budget Summary

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2020-2021 APPROVED
Personnel	\$69,334	\$69,326	\$86,311	\$81,953
Supplies	\$2,474	\$750	\$3,000	\$2,000
Contracted Service	\$40,932	\$36,000	\$39,800	\$37,800
Operating	\$1,437	\$2,100	\$2,100	\$1,150
<b>Total</b>	<b>\$114,177</b>	<b>\$108,176</b>	<b>\$131,211</b>	<b>\$122,903</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Municipal Court**

<b>21-MUNICIPAL COURT</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 69,334	\$ 69,326	\$ 86,311	\$ 87,404	\$ 81,953
	SUPPLIES	2,474	750	3,000	2,348	2,000
	CONTRACTED SERVICES	40,932	36,000	39,800	39,562	37,800
	OPERATING	1,437	2,100	2,100	1,288	1,150
<b>TOTAL MUNICIPAL COURT</b>		<b>\$ 114,177</b>	<b>\$ 108,176</b>	<b>\$ 131,211</b>	<b>\$ 130,602</b>	<b>\$ 122,903</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Court Administrator	1	1	1	1	1
	Deputy Court Clerk	0	0	0		0
	PART-TIME POSITIONS	0	0	0		
	Total Positions	1	1	1	1	1
<b>21-MUNICIPAL COURT</b>						
		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-21-1000	EXEMPT SALARY	50,770	56,000	69,276	74,743	66,612
100-5-21-1010	REGULAR SALARIES FULL-TIME	1,903	-	-		-
100-5-21-1200	PAYROLL TAXES FICA	3,688	3,713	5,300	5,709	5,096
100-5-21-1205	WORKERS COMP	378	876	876	-	834
100-5-21-1210	INSURANCE	9,996	7,071	8,726	4,743	7,360
100-5-21-1215	UNEMPLOYMENT CLAIMS	-	-	-	-	-
100-5-21-1220	T.M.R.S.	1,966	1,666	2,134	2,209	2,052
<b>TOTAL PERSONNEL</b>		<b>69,334</b>	<b>69,326</b>	<b>86,311</b>	<b>87,404</b>	<b>81,953</b>
<b>SUPPLIES</b>						
100-5-21-2000	OFFICE SUPPLIES	-	-	-	142	
100-5-21-2001	FORMS	2,474	750	3,000	2,206	2,000
100-5-21-2125	POSTAGE		-	-	-	-
<b>TOTAL SUPPLIES</b>		<b>2,474</b>	<b>750</b>	<b>3,000</b>	<b>2,348</b>	<b>2,000</b>
<b>CONTRACTED SERVICES</b>						
100-5-21-3013	OTHER PROFESSIONAL SERVICES	-	-	800	471	800
100-5-21-3017	MUNICIPAL JUDGE	30,083	25,000	25,000	25,000	25,000
100-5-21-3019	COURT PROSECUTOR	10,199	10,000	12,000	12,000	12,000
100-5-21-3021	ARRAIGNMENTS	650	1,000	2,000	-	-
<b>TOTAL CONTRACTED SERVICES</b>		<b>40,932</b>	<b>36,000</b>	<b>39,800</b>	<b>39,562</b>	<b>37,800</b>
<b>OPERATING</b>						
100-5-21-3500	CONFERENCE, TRAINING, & TRAVEL	1,362	2,000	2,000	1,288	1,000
100-5-21-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	75	100	100	-	150
<b>TOTAL OPERATING</b>		<b>1,437</b>	<b>2,100</b>	<b>2,100</b>	<b>1,288</b>	<b>1,150</b>
<b>TOTAL MUNICIPAL COURT</b>		<b>\$ 114,177</b>	<b>\$ 108,176</b>	<b>\$ 131,211</b>	<b>\$ 130,602</b>	<b>\$ 122,903</b>

**City of Glenn Heights, Texas**  
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# COMMUNITY ENGAGEMENT

## PURPOSE/MISSION STATEMENT

To strengthen our City through community collaboration, excellent communications and continuous community engagement. To connect all residents and make Glenn Heights the place of choice through community collaboration, innovation, and effective strategies.

## FY 2019-2020 ACCOMPLISHMENTS

The evolution and growth of Family Festival into a destination event

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED	2020-201 APPROVED
Event attendance increased	15%	15%	15%	-75%
Social Media Engagements (Facebook)	0	0	20%	30%
Avg. Time spent on website	0	10%	10%	10%
Increase in Facebook Likes	35%	50%	50%	25%
Avg Number of Volunteers at events	10	10	15	2
Response time to community inquiries	24 Hours or next business day			

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# COMMUNITY ENGAGEMENT

<b>WORKLOAD MEASURES</b>				
<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Number of events held	15	15	15	15
Amount of money raised through sponsorship	25%	30%	30%	30%
Number of media blasts contacts	5%	20%	10%	10%
Number of social media posts per week	3 times/week	3 times/week	3 times/week	20
Average response time to community members	24 Hours or next business day	24 Hours or next business day	24 Hours or next business day	5 times/week

## FY 2020-2021 WORKPLAN SUMMARY

Use social media platforms to enhance community engagement and distribution of public information
Launch webpage for social services and community survey

## BUDGET HIGHLIGHTS

Addition of (2) Part-Time drivers for delivery of senior meals
Love Your Block - Community beautification program

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**COMMUNITY ENGAGEMENT**

**PERSONNEL SUMMARY**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
<b>Full-Time</b>				
Community Engagement Administrator	1	1	1	1
Community Engagement Coordinator	0	0	1	0
Social Services Coordinator	0	0	1	1
Superintendent Park & Rec.	1	0	0	0
<b>Part-Time</b>				
Driver	0	0	0	2
Community Engagement Coordinator	0	2	0	0
<b>Total Positions</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>4</b>

**Budget Summary**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Personnel	\$113,014	\$88,932	\$201,155	\$184,854
Supplies	\$9,333	\$5,050	\$5,900	\$5,650
Contracted Services	\$960	\$0	\$20,000	\$20,000
Operating	\$7,093	\$7,300	\$12,750	\$12,550
Repairs & Maintenance	\$9,248	\$500	\$500	\$1,500
Departmental	\$61,446	\$166,198	\$160,700	\$21,800
Capital Outlay	\$0	\$15,000	\$0	\$0
<b>Total</b>	<b>\$201,094</b>	<b>\$282,980</b>	<b>\$401,005</b>	<b>\$246,354</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**  
**Community Engagement**

		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
<b>60-COMMUNITY ENGAGEMENT</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 113,014	\$ 88,932	\$ 201,155	\$ 116,697	\$ 184,854
	SUPPLIES	9,333	5,050	5,900	2,670	5,650
	CONTRACTED SERVICES	960	-	20,000	-	20,000
	REPAIRS & MAINTENANCE	9,248	500	500	81	1,500
	OPERATING	7,093	7,300	12,750	2,964	12,550
	DEPARTMENTAL	61,446	166,198	160,700	24,691	21,800
	DEBT PAYMENTS	-	-	-	-	-
	CAPITAL OUTLAY	-	15,000	-	-	-
<b>TOTAL COMMUNITY ENGAGEMENT</b>		<b>\$ 201,094</b>	<b>\$ 282,980</b>	<b>\$ 401,005</b>	<b>\$ 147,104</b>	<b>\$ 246,354</b>

**PERSONNEL SUMMARY**

<b>FULL-TIME POSITIONS</b>						
	Administrator, Community Engagement	1	1	1	1	1
	Coordinator, Community Engagement	0	0	1	0	0
	Coordinator, Social Services	0	0	1	1	1
	Superintendent Park & Rec.	1	0	0	0	0
<b>PART-TIME POSITIONS</b>						
	Driver					2
	Coordinator, Community Engagement	0	2	0	0	0
	<b>Total Positions</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>4</b>

		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
<b>60-COMMUNITY ENGAGEMENT</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-60-1000	EXEMPT SALARIES	85,215	61,485	76,426	64,371	78,718
100-5-60-1005	ACCRUED WAGES (AUDIT)	698	-	-	-	-
100-5-60-1010	REGULAR SALARIES- FULL TIME	-	-	83,842	11,647	47,757
100-5-60-1020	REGULAR SALARIES-PART TIME	-	11,480		21,965	25,260
100-5-60-1025	OVERTIME	-	59	600	105	344
100-5-60-1200	PAYROLL TAXES	6,432	5,151	12,260	7,206	11,634
100-5-60-1205	WORKERS COMP	8,829	2,628	2,628	-	2,501
100-5-60-1210	INSURANCE	8,649	6,155	20,481	8,722	14,745
100-5-60-1218	PERFORMANCE INCREASES	-	-	-	-	-
100-5-60-1220	T.M.R.S.	3,191	1,972	4,918	2,681	3,895
<b>TOTAL PERSONNEL</b>		<b>113,014</b>	<b>88,932</b>	<b>201,155</b>	<b>116,697</b>	<b>184,854</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**  
**Community Engagement**

<b>60-COMMUNITY ENGAGEMENT (continued)</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>SUPPLIES</b>						
100-5-60-1300	UNIFORMS & CLOTHING	653	500	500	630	250
100-5-60-2000	OFFICE SUPPLIES	-	-	-	-	500
100-5-60-2003	OPERATING SUPPLIES	373	1,000	1,000	4	800
100-5-60-2004	PARK MOVIES	2,308	2,200	3,000	1,467	1,600
100-5-60-2008	CEREMONIAL SUPPLIES	-	-	-	-	-
100-5-60-2010	PRISONER EXPENSE	-	-	-	-	-
100-5-60-2012	JANITORIAL SUPPLIES	1,132	-	-	-	-
100-5-60-2100	GASOLINE & FUELS	1,523	750	800	35	1,500
100-5-60-2105	STRIPING	-	-	-	-	-
100-5-60-2110	KIDDIE CUSHION	-	-	-	-	-
100-5-60-2151	HAND TOOLS	492	-	-	-	-
100-5-60-2156	OTHER SMALL EQUIPMENT	2,852	600	600	534	1,000
<b>TOTAL SUPPLIES</b>		<b>9,333</b>	<b>5,050</b>	<b>5,900</b>	<b>2,670</b>	<b>5,650</b>
<b>CONTRACTED SERVICES</b>						
100-5-60-3013	OTHER PROFESSIONAL SERVICES	-	-	20,000	-	20,000
100-5-60-3015	CONTRACT MOWING	960	-	-	-	-
<b>TOTAL CONTRACTED SERVICES</b>		<b>960</b>	<b>-</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
100-5-60-3202	R&M AUTO/TRUCK	1,070	500	500	81	500
100-5-60-3205	R&M SIGNS & MARKINGS	-	-	-	-	1,000
100-5-60-3206	R&M HEAVY EQUIPMENT	-	-	-	-	-
100-5-60-3207	R&M HIGHWAY BEAUTIFICATION	134	-	-	-	-
100-5-60-3210	HERITAGE PARK MAINTENANCE	5,458	-	-	-	-
100-5-60-3215	COURTNEY LANE PARK MAINTENANCE	2,072	-	-	-	-
100-5-60-3220	GATEWAY PARK MAINTENANCE	514	-	-	-	-
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>9,248</b>	<b>500</b>	<b>500</b>	<b>81</b>	<b>1,500</b>
<b>OPERATING</b>						
100-5-60-3300	CELL PHONES & WIRELESS	1,054	-	-	-	-
100-5-60-3302	ELECTRICITY	-	-	-	-	-
100-5-60-3303	MARKETING	-	-	-	1,000	4,000
100-5-60-3412	HOLIDAY GIVING	119	1,000	2,000	1,151	1,800
100-5-60-3500	CONFERENCE, TRAINING, & TRAVEL	1,375	800	3,750	259	1,000
100-5-60-3503	PRINTING, COPY, & PHOTO	287	750	2,500	146	1,000
100-5-60-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	508	1,000	2,500	408	1,000
100-5-60-3610	CITIZEN LIBRARY PROGRAM	3,750	3,750	2,000	-	3,750
<b>TOTAL OPERATING</b>		<b>7,093</b>	<b>7,300</b>	<b>12,750</b>	<b>2,964</b>	<b>12,550</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**  
**Community Engagement**

		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
<b>60-COMMUNITY ENGAGEMENT (continued)</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
100-5-60-3411	FAMILY FESTIVAL	37,378	98,000	115,000	2,000	-
100-5-60-3413	SPECIAL CELEBRATIONS	1,229	2,000	2,000	292	600
100-5-60-3414	STATE OF THE CITY	2,817	3,000	-	-	-
100-5-60-3416	CHRISTMAS CELEBRATION	6,694	8,350	10,000	9,711	5,000
100-5-60-3418	CITY 50TH ANNIVERSARY PLANNING	210	30,000	-	7,193	-
100-5-60-3419	VETERANS MEMORIAL 5K RACE	-	3,228	4,000	3,425	-
100-5-60-3420	VETERANS DAY EVENT	1,964	840	2,500	783	1,000
100-5-60-3422	BLACK HISTORY MONTH	-	1,554	2,500	652	1,200
100-5-60-3425	BACK TO SCHOOL EVENT	2,497	2,000	3,500	-	3,500
100-5-60-3512	CINCO DE MAYO	-	1,726	2,700	-	1,200
100-5-60-3517	PARK EVENTS	2,902	5,500	5,500	623	1,000
100-5-60-3510	COMMUNITY GARDEN	-	-	2,000	-	1,600
100-5-60-3616	GLENN HEIGHTS CONNECT	-	1,000	2,000	11	1,200
100-5-60-3600	COMMUNITY BEAUTIFICATION	5,755	4,000	4,000	-	2,000
100-5-60-3625	YOUTH OUTREACH	-	2,500	2,500	-	2,500
100-5-60-3620	NEWSLETTER	-	2,500	2,500	-	1,000
<b>TOTAL DEPARTMENTAL</b>		<b>61,446</b>	<b>166,198</b>	<b>160,700</b>	<b>24,691</b>	<b>21,800</b>
<b>CAPITAL OUTLAY</b>						
100-5-60-5000	CAPITAL ASSET PURCHASES	-	15,000	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COMMUNITY ENGAGEMENT</b>		<b>\$ 201,094</b>	<b>\$ 282,980</b>	<b>\$ 401,005</b>	<b>\$ 147,104</b>	<b>\$ 246,354</b>

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**SENIOR CENTER**

**FY 2020-2021 WORKPLAN SUMMARY**

Develop Strategic Plan
Enhance virtual & socially distanced engagement activities
Monthly Newsletter

**BUDGET HIGHLIGHTS**

The FY 2020-2021 budget includes funding for (2) part-time meal delivery drivers to support the Senior Congregate Meals Program which has been delivered Monday-Friday to program participants while the facility has been closed to the public during COVID-19 pandemic.

**Budget Summary**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Personnel	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$10,905
Contracted Service	\$0	\$0	\$0	\$3,750
Repairs & Maintenance	\$0	\$0	\$0	\$5,250
Operating	\$0	\$0	\$0	\$2,950
Departmental	\$0	\$0	\$0	\$3,000
Capital Outlay	\$0	\$0	\$0	\$3,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$28,855</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Senior Center**

		<b>2019-2020</b>	<b>2020-2021</b>
<b>61-SENIOR CENTER</b>		<b>AMENDED</b>	<b>APPROVED</b>
	SUPPLIES	249	10,905
	CONTRACTED SERVICES	325	3,750
	REPAIRS & MAINTENANCE	-	5,250
	OPERATING	578	2,950
	DEPARTMENTAL	-	3,000
	CAPITAL OUTLAY	-	-
<b>TOTAL COMMUNITY ENGAGEMENT</b>		\$ 1,152	\$ 25,855
		<b>2019-2020</b>	<b>2020-2021</b>
<b>61-SENIOR CENTER</b>		<b>AMENDED</b>	<b>APPROVED</b>
<b>SUPPLIES</b>			
100-5-61-1300	UNIFORMS & CLOTHING		250
100-5-61-2000	OFFICE SUPPLIES		700
100-5-61-2003	OPERATING SUPPLIES		7,905
100-5-61-2012	JANITORIAL SUPPLIES		1,200
100-5-61-2100	GASOLINE & FUELS	249	-
100-5-61-2156	OTHER SMALL EQUIPMENT		850
<b>TOTAL SUPPLIES</b>		249	10,905
<b>CONTRACTED SERVICES</b>			
100-5-61-3013	OTHER PROFESSIONAL SERVICES	325	3,500
100-5-61-3110	SAFETY EQUIPMENT		250
<b>TOTAL CONTRACTED SERVICES</b>		325	3,750
<b>REPAIRS &amp; MAINTENANCE</b>			
100-5-61-3200	R&M STRUCTURES		5,000
100-5-61-3201	R&M SMALL EQUIPMENT		250
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		-	5,250
<b>OPERATING</b>			
100-5-61-3302	ELECTRICITY	359	-
100-5-61-3303	NATURAL GAS	220	-
100-5-61-3430	SEASONAL CELEBRATIONS		1,000
100-5-61-3500	CONFERENCE, TRAINING, & TRAVEL		350
100-5-61-3503	PRINTING, COPY, & PHOTO		1,200
100-5-61-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS		400
<b>TOTAL OPERATING</b>		578	2,950
<b>OPERATING</b>			
100-5-61-3628	SPECIAL EVENTS / FIELD TRIPS		3,000
100-5-61-3413	SPECIAL CELEBRATIONS		
<b>TOTAL DEPARTMENTAL</b>		-	3,000
<b>CAPITAL OUTLAY</b>			
100-5-61-5000	CAPITAL ASSET PURCHASES	-	3,000
<b>TOTAL CAPITAL OUTLAY</b>		-	3,000
<b>TOTAL SENIOR CENTER</b>		\$ 1,152	\$ 28,855

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## **INFRASTRUCTURE SERVICES**

The Infrastructure Group maintains the City Streets, Right-of-Ways, Storm-water Drainage, and ensures the safety of drinking water. The department also manages solid waste collection & disposal services. The areas include Streets/Maintenance and Park Maintenance.

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**STREETS, SANITATION, & MAINTENANCE**

**PURPOSE/MISSION STATEMENT**

The Streets Division is responsible for the maintenance of the City's roadways.

<b>FY 2019-2020 ACCOMPLISHMENTS</b>
Heritage Community Park and Police Department paving; major pot-hole repairs Mesas

**PERFORMANCE MEASURES**

<b>PRODUCTIVITY INDICATORS</b>				
<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Percent of potholes repaired within 72 hours of being reported	50%	50%	80%	80%
Percent of street signs repaired within 2 weeks of being reported	50%	50%	80%	80%

<b>WORKLOAD MEASURES</b>				
<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Number of potholes repaired	NM	NM	NM	TBD
Number of street signs repaired/replaced	NM	NM	NM	TBD
Number of Park Mowing	NM	NM	NM	TBD
Miles of Right Away Cuts	NM	NM	NM	TBD

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**STREETS, SANITATION, & MAINTENANCE**

**FY 2020-2021 WORKPLAN SUMMARY**

Maintenance of roadways throughout the City.

**BUDGET HIGHLIGHTS**

Additional personnel added to department.

**PERSONNEL SUMMARY**

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2020-2021 APPROVED
<b>Full-Time</b>				
Utility Worker III	1	1	1	1.5
Utility Worker I	0	0	0	1
Director of Public Works	0	0.33	0.33	0
Groundskeeper	0	0	0	1
<b>Total Positions</b>	<b>1</b>	<b>1.33</b>	<b>2.33</b>	<b>3.5</b>

**Budget Summary**

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2020-2021 APPROVED
Personnel	\$53,530	\$50,142	\$93,290	\$188,966
Supplies	\$12,590	\$16,900	\$15,250	\$26,000
Contracted Service	\$717,655	\$766,142	\$780,140	\$759,000
Repairs & Maintenance	\$60,761	\$85,000	\$205,000	\$170,000
Operating	\$129,784	\$135,575	\$136,300	\$146,300
Departmental	\$689	\$600	\$4,500	\$6,500
Capital Outlay	\$0	\$0	\$45,000	\$35,000
<b>Total</b>	<b>\$975,009</b>	<b>\$1,054,359</b>	<b>\$1,279,480</b>	<b>\$1,331,766</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Streets and Main**

<b>40- STREETS</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 53,530	\$ 50,142	\$ 93,290	\$ 60,931	\$ 188,966
	SUPPLIES	12,590	16,900	15,250	9,104	26,000
	CONTRACTED SERVICES	717,655	766,142	780,140	760,337	759,000
	REPAIRS & MAINTENANCE	60,761	85,000	205,000	115,233	170,000
	OPERATING	129,784	135,575	136,300	129,088	146,300
	DEPARTMENTAL	689	600	4,500	10,990	6,500
	CAPITAL OUTLAY	-	-	45,000	14,199	35,000
<b>TOTAL STREETS</b>		<b>\$ 975,009</b>	<b>\$ 1,054,359</b>	<b>\$ 1,279,480</b>	<b>\$ 1,099,883</b>	<b>\$ 1,331,766</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Groundkeeper	0	0	0		1
	Utility Worker III	1	1	1	1	1.5
	Utility Worker I					1
	Director, Public Works	0	0.33	0.33		0
	PART-TIME POSITIONS	0	0	0		
	Total Positions	1	1.33	1.33	1	3.5
<b>40- STREETS</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-40-1000	EXEMPT SALARY	-	20,247	33,664	10,596	-
100-5-40-1010	REGULAR SALARIES- FULL TIME	33,039	21,738	37,946	40,727	123,147
100-5-40-1025	OVERTIME	2,844	2,232	2,873	2,522	7,926
100-5-40-1060	HAZARD PAY				-	15,360
100-5-40-1200	PAYROLL TAXES FICA	2,717	2,385	5,698	4,071	10,061
100-5-40-1205	WORKERS COMP	6,685	1,168	1,168	-	2,918
100-5-40-1210	INSURANCE	6,539	1,423	9,736	1,528	25,761
100-5-40-1220	T.M.R.S.	1,339	949	2,206	1,487	3,793
<b>TOTAL PERSONNEL</b>		<b>53,530</b>	<b>50,142</b>	<b>93,290</b>	<b>60,931</b>	<b>188,966</b>
<b>SUPPLIES</b>						
100-5-40-1300	UNIFORMS & CLOTHING	170	200	750	632	2,000
100-5-40-2000	OFFICE SUPPLIES	-			-	-
100-5-40-2012	JANITORIAL SUPPLIES	9,479	10,000	10,000	5,138	16,500
100-5-40-2100	GASOLINE & FUELS	2,658	4,200	3,500	3,121	4,000
100-5-40-2151	HAND TOOLS	283	2,500	1,000	17	500
100-5-40-3110	SAFETY EQUIPMENT	-	700	1,000	196	3,000
<b>TOTAL SUPPLIES</b>		<b>12,590</b>	<b>16,900</b>	<b>15,250</b>	<b>9,104</b>	<b>26,000</b>
<b>CONTRACTED SERVICES</b>						
100-5-40-3011	JANITORIAL SERVICES	22,893	22,442	22,140	14,845	-
100-5-40-3012	TRAFFIC SIGNAL MAINTENANCE	778	3,000	3,000	2,498	3,000
100-5-40-3110	SAFETY EQUIPMENT	670	700	-	196	1,000
100-5-40-3115	SANITATION SERVICES	693,314	740,000	755,000	742,798	755,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>717,655</b>	<b>766,142</b>	<b>780,140</b>	<b>760,337</b>	<b>759,000</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**  
**Streets and Main**

<b>40- STREETS (Continued)</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
100-5-40-3200	R & M STRUCTURES	29,536	35,000	145,000	48,068	50,000
100-5-40-3201	R & M SMALL EQUIPMENT	990	1,500	1,500	768	1,500
100-5-40-3202	R & M AUTO/TRUCK	2,140	3,000	3,000	1,064	3,000
100-5-40-3207	R&M HIGHWAY BEAUTIFICATION	9,676	3,000	3,000	188	3,000
100-5-40-3205	R & M STREETS	6,530	30,000	40,000	62,526	100,000
100-5-40-3206	R & M HEAVY EQUIPMENT	5,170	7,500	7,500	1,324	7,500
100-5-40-3210	R & M SIGNS & MARKINGS	6,719	5,000	5,000	1,295	5,000
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>60,761</b>	<b>85,000</b>	<b>205,000</b>	<b>115,233</b>	<b>170,000</b>
<b>OPERATING</b>						
100-5-40-3302	ELECTRICITY	129,213	135,000	135,000	129,088	145,000
100-5-40-3500	CONFERENCE, TRAINING, & TRAVEL	220	275	1,000	-	1,000
100-5-40-3505	OPERATING EXPENSES	55	300	300	-	300
100-5-40-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	296	-	-	-	-
<b>TOTAL OPERATING</b>		<b>129,784</b>	<b>135,575</b>	<b>136,300</b>	<b>129,088</b>	<b>146,300</b>
<b>DEPARTMENTAL</b>						
100-5-40-3531	RENTAL EQUIPMENT	689	600	2,000	10,990	4,000
100-5-40-3650	COMMUNITY CLEAN-UP EVENT	-	-	2,500	-	2,500
<b>TOTAL DEPARTMENTAL</b>		<b>689</b>	<b>600</b>	<b>4,500</b>	<b>10,990</b>	<b>6,500</b>
<b>CAPITAL OUTLAY</b>						
100-5-40-5000	CAPITAL EXPENDITURE	-	-	45,000	14,199	35,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>45,000</b>	<b>14,199</b>	<b>35,000</b>
<b>TOTAL STREETS</b>		<b>\$ 975,009</b>	<b>\$ 1,054,359</b>	<b>\$ 1,279,480</b>	<b>\$ 1,099,883</b>	<b>\$ 1,331,766</b>

**City of Glenn Heights, Texas  
Fiscal Year 2020-2021 Annual Budget**



# PARKS & RECREATION

## PURPOSE/MISSION STATEMENT

To promote a sense of community pride by providing beautiful parks and landscaping to serve as a meeting place for families, sporting needs, and City-wide events.

## FY 2019-2020 ACCOMPLISHMENTS

The Parks Programming and Design Master Plan was adopted by the Glenn Heights City Council during the fiscal year. This exercise included public meetings and community input to help develop a comprehensive plan for the future our of local parks.

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED	2020-2021 APPROVED
Event attendance increased	10%	15%	25%	25%
Number of updates to social media outlets for park events	2 each quarter	2 each quarter	2 each quarter	2 each quarter
Increase in Facebook likes	40%	44%	50%	50%
Increase in registered volunteers	30%	40%	45%	45%

WORKLOAD MEASURES				
INDICATORS	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED	2020-2021 APPROVED
Number Increase of citizen participation at events	10%	15%	20%	10%
Number of events held	7	9	10	5
Amount of money raised through sponsorship	15%	15%	15%	15%

**City of Glenn Heights, Texas**  
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**PARKS & RECREATION**

**FY 2020-2021 WORKPLAN SUMMARY**

The impact of COVID-19 will have a considerable impact on public activities at local parks and public facilities during this fiscal year.

Staff will make use of virtual resources to enhance public engagement while adhering to safe practices and protocols.

**BUDGET HIGHLIGHTS**

The FY 2020-021 budget will allow for continued maintenance and care of park grounds and equipment.

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
<b>Full-Time</b>				
Administrator, Community Engagement	0	0	0	0
Utility Worker III	0	0	0	.05
Utility Worker I	0	0	0	1
Groundskeeper	0	0	0	1
Superintendent Park & Rec	0	0	0	0
<b>Total Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2.5</b>

**Budget Summary**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Personnel	\$0	\$0	\$0	\$135,729
Supplies	\$0	\$12,595	\$14,500	\$14,250
Contracted Service	\$0	\$300	\$0	\$0
Repairs & Maintenance	\$0	17,250	\$20,000	\$20,500
Operating	\$0	\$0	\$0	\$0
Departmental	\$0	\$4,000	\$2,500	\$0
Capital Outlay	\$0	\$0	\$0	\$160,000
<b>Total</b>	<b>\$0</b>	<b>\$34,145</b>	<b>\$37,000</b>	<b>\$330,479</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Parks & Recreation**

<b>62-PARKS &amp; RECREATION</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
PERSONNEL		\$ -	\$ -	\$ -		\$ 135,729
SUPPLIES		-	\$ 12,595	\$ 14,500	\$ 4,219	\$ 14,250
CONTRACTED SERVICES		-	300	-	-	-
REPAIRS & MAINTENANCE		-	17,250	20,000	4,244	20,500
OPERATING		-	-	-	-	-
DEPARTMENTAL		-	4,000	2,500	-	-
CAPITAL OUTLAY		-	-	-	-	160,000
<b>TOTAL PARKS &amp; RECREATION</b>		<b>\$ -</b>	<b>\$ 34,145</b>	<b>\$ 37,000</b>	<b>\$ 8,462</b>	<b>\$ 330,479</b>
<b>PERSONNEL SUMMARY</b>						
FULL-TIME POSITIONS						
Administrator, Community Engagement		0	0	0	0	0
Utility Worker III						0.5
Utility Worker I						1
Groundskeeper						1
Superintendent Park & Rec.		0	0	0	0	0
PART-TIME POSITIONS						
		0	0	0	0	
Total Positions		0	0	0	0	2.5
<b>62-PARKS &amp; RECREATION</b>						
		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>PROPOSED</b>
<b>PERSONNEL</b>						
100-5-62-1010	REG. SALARIES FULL TIME	-	-	-	-	90,764
100-5-62-1025	OVERTIME	-	-	-	-	2,543
100-5-62-1035	CERTIFICATION PAY	-	-	-	-	450
100-5-62-1060	HAZARD PAY	-	-	-	-	11,520
100-5-62-1200	PAYROLL TAXES	-	-	-	-	7,172
100-5-62-1205	WORKERS COMP	-	-	-	-	2,084
100-5-62-1210	INSURANCE	-	-	-	-	18,400
100-5-62-1220	T.M.R.S.	-	-	-	-	2,796
<b>TOTAL PERSONNEL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135,729</b>
<b>SUPPLIES</b>						
100-5-62-1300	UNIFORMS & CLOTHING	-	300	-	-	500
100-5-62-2003	OPERATING SUPPLIES	-	1,295	1,000	12	1,000
100-5-62-2012	JANITORIAL SUPPLIES	-	1,500	1,500	-	-
100-5-62-2100	GASOLINE & FUELS	-	2,000	2,000	1,687	3,000
100-5-62-2105	STRIPING	-	-	1,500	-	750
100-5-62-2110	KIDDIE CUSHION	-	4,000	5,000	334	5,000
100-5-62-2151	HAND TOOLS	-	500	500	188	1,000
100-5-62-2156	OTHER SMALL EQUIPMENT	-	3,000	3,000	1,998	3,000
<b>TOTAL SUPPLIES</b>		<b>-</b>	<b>12,595</b>	<b>14,500</b>	<b>4,219</b>	<b>14,250</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Parks & Recreation**

<b>62-PARKS &amp; RECREATION (continued)</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>CONTRACTED SERVICES</b>						
100-5-62-3010	TECHNOLOGY		-	-	-	-
100-5-62-3013	OTHER PROFESSIONAL SERVICES		-	-	-	-
100-5-62-3015	CONTRACT MOWING		-	-	-	-
100-5-62-3017	CONTRACT FIELD MAINTENANCE		-	-	-	-
100-5-62-3110	SAFETY EQUIPMENT	-	300	-	-	-
<b>TOTAL CONTRACTED SERVICES</b>		-	300	-	-	-
<b>REPAIRS &amp; MAINTENANCE</b>						
100-5-62-3201	R&M SMALL EQUIPMENT		1,000	1,000	488	1,000
100-5-62-3202	R&M AUTO/TRUCK		1,000	1,000	102	1,500
100-5-62-3205	R&M SIGNS & MARKINGS		250	500	205	500
100-5-62-3210	HERITAGE PARK MAINTENANCE		10,000	10,000	2,964	10,000
100-5-62-3215	COURTNEY LANE PARK MAINTENANCE		2,500	2,500	242	2,500
100-5-62-3220	GATEWAY PARK MAINTENANCE		2,500	5,000	242	5,000
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		-	17,250	20,000	4,244	20,500
<b>OPERATING</b>						
100-5-62-3300	CELL PHONES & WIRELESS		-	-	-	-
100-5-62-3302	ELECTRICITY		-	-	-	-
100-5-62-3411	FAMILY FESTIVAL		-	-	-	-
100-5-62-3412	HOLIDAY GIVING		-	-	-	-
100-5-62-3413	SPECIAL CELEBRATIONS		-	-	-	-
100-5-62-3414	STATE OF THE CITY		-	-	-	-
100-5-62-3500	CONFERENCE, TRAINING, & TRAVEL		-	-	-	-
100-5-62-3503	PRINTING, COPY, & PHOTO		-	-	-	-
100-5-62-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS		-	-	-	-
<b>TOTAL OPERATING</b>		-	-	-	-	-
<b>DEPARTMENTAL</b>						
100-5-62-3600	COMMUNITY BEAUTIFICATION		4,000	-	-	-
100-5-62-3620	NEWSLETTER		-	-	-	-
100-5-62-3650	COMMUNITY CLEAN-UP EVENT		-	2,500	-	-
<b>TOTAL DEPARTMENTAL</b>		-	4,000	2,500	-	-
<b>DEBT PAYMENTS</b>						
100-5-62-4011	2011 VEHICLE LEASE PRINCIPAL	-	-	-	-	-
100-5-62-4012	LEASE PAYMENT INTEREST	-	-	-	-	-
<b>TOTAL DEBT PAYMENTS</b>		-	-	-	-	-
<b>CAPITAL OUTLAY</b>						
100-5-62-5000	CAPITAL ASSET PURCHASES	-	-	-	-	160,000
<b>TOTAL CAPITAL OUTLAY</b>		-	-	-	-	160,000
<b>TOTAL PARKS &amp; RECREATION</b>		\$ -	\$ 34,145	\$ 37,000	\$ 8,462	\$ 330,479

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# City of Glenn Heights, Texas Fiscal Year 2020-2021 Annual Budget



## PUBLIC SAFETY

The City of Glenn Heights public safety divisions are evolving to meet the needs of the City's growing and diverse population. The offices in this cluster include the Police Department and Fire Department.

The Police Department is exploring ways for the City to be more efficient and responsive. Police serves the City through Community Policing, Criminal Investigations, Animal Control, and Property & Records Management.

The Fire Department is dedicated to protecting lives and property as well as educating everyone about fire safety. The Department serves the City through Fire Inspections, Investigations, Fire Administration, Fire Suppression, Fire Prevention, Emergency Medical Services, and Emergency Management.

The Departments are dedicated to protect and serve.

**City of Glenn Heights, Texas  
Fiscal Year 2020-2021 Annual Budget**



# FIRE DEPARTMENT

## PURPOSE/MISSION STATEMENT

Our mission is to provide emergency services, prevent and suppress fires, advocate public safety, educate our citizens, and cultivate community relations.

## FY 2019-20 ACCOMPLISHMENTS

Second set of bunker gear for cancer prevention, implemented cancer screening for fire personnel, implemented COVID protocols for city, opened and ran EOC for COVID, established Infection Control Officer for City.

Monitored all city employees during COVID pandemic, established a tactical response plan for riot control with Police Department.

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED	2020-2021 APPROVED
Call response time	5.2	5.5	5.44	5
Average number of inspections per month	8.5	5.4	3.6	5
Average Fire response time (minutes)	5.4	5.4	5.43	5.43
Percent of reports prepared	100	100	100	100
Average EMS response time (minutes)	5	5.5	5.34	5.34

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



**FIRE DEPARTMENT**

<b>WORKLOAD MEASURES</b>				
<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Number of fire inspections	50	65	44	60
Number of Fire Calls	220	423	461	450
Number of EMS calls	950	1100	1006	1100
Number of patient transports	500	600	496	600
Number of Fire Prevention Education contacts	1500	1500	1000	500

<b>NFIRS DATA</b>				
<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
100-Fire Calls	54	25	38	35
200-Over Pressure/Explosion (No Fire)	0	0	4	0
300-EMS / Rescue	919	855	1006	1100
400-Hazardous Condition (No Fire)	28	29	27	30
500-Service Calls	165	127	149	150
600-Good Intent Calls	122	109	146	140
700-False Alarm / False Call	77	61	94	80
800-Severe Weather / Natural Disaster	0	1	0	0
900-Special Incident Type	0	1	2	0
EMS Non-Transports	230	269	510	500
EMS Transports	497	478	496	600
Mutual Aid Given Fire/EMS	73	69	41	45
Mutual Aid Received Fire/EMS	53	52	52	50

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



**FIRE DEPARTMENT**

**FY 2020-2021 WORKPLAN SUMMARY**

Complete Policy Revision; Strategic Plan Development; Emergency Management Plan
Dallas Co. Hazardous Mitigation; Analyze Texas Best Practices; Analyze ISO rating

**BUDGET HIGHLIGHTS**

Cancer screening, Live EMS CE, Youth Fire Academy, CERT activities and Fire Prevention activities are on hold due to COVID pandemic.
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**PERSONNEL SUMMARY**

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2020-2021 APPROVED
<b>Full-Time</b>				
Director of Public Safety	1	1	0	0
Fire Chief	0	0	1	1
Deputy Fire Chief	0	1	0	0
Marshall	1	0	0	0
Captains	3	3	3	3
Drivers	0	3	3	3
Firefighter/Paramedic	6	7	7	7
Firefighter/EMT	3	2	2	2
Executive Assistant	0	1	0.25	1
Communication Officers	7	0	0	0
<b>Part Time</b>				
Firefighter/Paramedic	6	3	3	3
Firefighter/EMT	6	0	0	0
Communication Officers	3	0	0	0
<b>Total Positions</b>	<b>36</b>	<b>21</b>	<b>19.25</b>	<b>20</b>

**Budget Summary**

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2020-2021 APPROVED
Personnel	\$1,461,524	\$1,320,380	\$1,334,166	\$1,476,678
Supplies	\$107,783	\$117,912	\$128,724	\$92,520
Contracted Service	\$37,883	\$38,192	\$43,092	\$35,292
Operating	\$54,785	\$56,190	\$37,238	\$21,516
Repairs & Maintenance	\$42,794	\$60,098	\$36,790	\$37,836
Departmental	\$32,519	\$24,375	\$24,854	\$16,424
Debt Payments	\$0	\$0	\$0	\$92,658
Capital Outlay	\$99,049	\$0	\$92,000	\$0
<b>Total</b>	<b>\$1,836,337</b>	<b>\$1,617,147</b>	<b>\$1,696,864</b>	<b>\$1,772,925</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Fire**

<b>30-FIRE DEPARTMENT</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
PERSONNEL		\$ 1,461,524	\$ 1,320,380	\$ 1,334,166	\$ 1,269,565	\$ 1,476,678
SUPPLIES		107,783	117,912	128,724	70,341	92,520
CONTRACTED SERVICES		37,883	38,192	43,092	37,182	35,292
REPAIRS & MAINTENANCE		42,794	60,098	36,790	40,893	37,836
OPERATING		54,785	56,190	37,238	23,431	21,516
DEPARTMENTAL		32,519	24,375	24,854	14,174	16,424
DEBT PAYMENTS		\$0	\$0	\$0	\$0	92,658
CAPITAL OUTLAY		99,049	-	92,000	92,658	-
<b>TOTAL FIRE DEPARTMENT</b>		<b>\$ 1,836,337</b>	<b>\$ 1,617,147</b>	<b>\$ 1,696,864</b>	<b>\$ 1,548,245</b>	<b>\$ 1,772,925</b>
<b>PERSONNEL SUMMARY</b>						
FULL-TIME POSITIONS						
Director of Public Safety		1	1	0	0	0
Fire Chief		0	0	1	1	1
Deputy Fire Chief		0	1	0	0	0
Fire Marshall		1	0	0	0	0
Captains		3	3	3	3	3
Drivers		0	3	3	3	3
Firefighter/Paramedic		6	7	7	7	7
Firefighter/EMT		3	2	2	2	2
Executive Assistant		0	1	0.25	0.25	1
Communication Officers		7	0	0	0	0
PART-TIME POSITIONS						
Firefighter/Paramedic		6	3	3	3	3
Firefighter/EMT		6	0	0	0	0
Communication Officers		3	0	0	0	0
Total Positions		36	21	19.25	19.25	20
<b>30-FIRE DEPARTMENT</b>						
		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-30-1000	EXEMPT SALARY	174,869	177,621	94,235	97,952	97,062
100-5-30-1010	REGULAR SALARIES- FULL TIME	775,793	748,000	835,349	819,683	908,286
100-5-30-1020	REGULAR SALARIES- PART TIME	52,635	40,939	20,319	9,525	16,434
100-5-30-1025	OVERTIME	109,059	101,195	97,369	108,683	73,853
100-5-30-1030	LONGEVITY PAY	4,312	4,551	5,568	5,346	6,000
100-5-30-1035	CERTIFICATION PAY	11,873	10,792	13,501	11,158	16,500
100-5-30-1040	ASSIGNMENT PAY	23,118	7,250	7,200	9,381	7,200
100-5-30-1060	HAZARD PAY				-	57,600
100-5-30-1070	HOLIDAY PAY				-	32,414
100-5-30-1200	PAYROLL TAXES FICA	84,755	79,486	81,829	78,477	88,568
100-5-30-1205	WORKERS COMP	43,238	18,393	17,517	-	16,674
100-5-30-1210	INSURANCE	127,691	98,863	132,649	99,165	125,123
100-5-30-1220	T.M.R.S.	41,266	33,290	28,631	30,194	30,965
<b>TOTAL PERSONNEL</b>		<b>1,461,524</b>	<b>1,320,380</b>	<b>1,334,166</b>	<b>1,269,565</b>	<b>1,476,678</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Fire**

<b>30-FIRE DEPARTMENT (Continued)</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>SUPPLIES</b>						
100-5-30-1300	UNIFORMS & CLOTHING	23,429	15,850	20,907	13,657	14,500
100-5-30-2007	AMBULANCE SUPPLIES	21,454	33,000	38,650	19,049	42,000
100-5-30-2100	GAS & FUEL	14,149	19,000	19,760	10,089	19,760
100-5-30-2153	PERSONAL PROTECTIVE EQUIPMENT	19,162	27,660	35,052	24,208	13,590
100-5-30-2155	SMALL OFFICE EQUIPMENT	1,333	1,404	-	-	-
100-5-30-2156	OTHER SMALL EQUIPMENT	5,077	-	-	-	-
100-5-30-2159	FIRE EQUIPMENT & TOOLS	23,107	20,998	14,355	3,338	2,670
<b>TOTAL SUPPLIES</b>		<b>107,783</b>	<b>117,912</b>	<b>128,724</b>	<b>70,341</b>	<b>92,520</b>
<b>CONTRACTED SERVICES</b>						
100-5-30-3018	EMS BILLING SERVICE	32,813	25,000	32,000	23,990	24,200
100-5-30-3022	MEDICAL CONTROL	5,070	5,070	5,070	5,070	5,070
100-5-30-3025	LEXIPOL	-	8,122	6,022	8,122	6,022
<b>TOTAL CONTRACTED SERVICES</b>		<b>37,883</b>	<b>38,192</b>	<b>43,092</b>	<b>37,182</b>	<b>35,292</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
100-5-30-3201	R & M SMALL EQUIPMENT	11,521	11,098	12,090	19,123	13,336
100-5-30-3202	R & M AUTO/TRUCK	31,273	49,000	24,700	21,769	24,500
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>42,794</b>	<b>60,098</b>	<b>36,790</b>	<b>40,893</b>	<b>37,836</b>
<b>OPERATING</b>						
100-5-30-3410	E-911 SERVICES	10,691	12,000	10,000	9,698	-
100-5-30-3500	CONFERENCE, TRAINING, & TRAVEL	23,678	25,000	12,535	3,664	6,000
100-5-30-3505	OTHER OPERATING EXPENSES	13,078	11,090	2,790	692	3,469
100-5-30-3506	DUES, SUBSCRIPTIONS & PUB	7,338	8,100	11,913	9,377	12,047
<b>TOTAL OPERATING</b>		<b>54,785</b>	<b>56,190</b>	<b>37,238</b>	<b>23,431</b>	<b>21,516</b>
<b>DEPARTMENTAL</b>						
100-5-30-3516	YOUTH PROGRAM	1,965	3,275	3,300	86	1,700
100-5-30-3517	FIRE PREVENTION	5,491	3,350	3,545	619	1,350
100-5-30-3585	CERT INITIATIVE	1,650	1,650	1,000	70	500
100-5-30-3586	CPR INITIATIVE	-	-	650	-	-
100-5-30-3606	EMERGENCY MANAGEMENT	23,413	10,100	10,359	9,824	10,374
100-5-30-3603	EMPLOYEE RELATIONS	-	6,000	6,000	3,575	2,500
<b>TOTAL DEPARTMENTAL</b>		<b>32,519</b>	<b>24,375</b>	<b>24,854</b>	<b>14,174</b>	<b>16,424</b>
<b>DEBT PAYMENTS</b>						
100-5-30-4157	LEASE PRINCIPAL	-	-	-	-	69,263
100-5-30-4158	INTEREST	-	-	-	-	23,395
<b>TOTAL DEBT PAYMENTS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>92,658</b>
<b>CAPITAL OUTLAY</b>						
100-5-30-5000	CAPITAL EXPENDITURES <sup>1</sup>	99,049	-	92,000	92,658	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>99,049</b>	<b>-</b>	<b>92,000</b>	<b>92,658</b>	<b>-</b>
<b>TOTAL FIRE DEPARTMENT</b>		<b>\$ 1,836,337</b>	<b>\$ 1,617,147</b>	<b>\$ 1,696,864</b>	<b>\$ 1,548,245</b>	<b>\$ 1,772,925</b>

**City of Glenn Heights, Texas  
Fiscal Year 2020-2021 Annual Budget**



# POLICE DEPARTMENT

## PURPOSE/MISSION STATEMENT

The Glenn Heights Police Department is dedicated to service and partnering our community to maintain a safe environment with a high quality of life.

## FY 2019-2020 ACCOMPLISHMENTS

Increased public interaction with a reduction in Group A crime statistics.
Successfully planned and operated for 1st amendment protests with no enforcement actions.
Developed Use of Force tracking and monitoring program to quickly identify issues.
Assisted with the development and implementation of COVID protocols.
Obtained an on-site animal storage area for the Animal Control Division
Upgraded Patrol fleet to have vehicles no older than 3 years for frontline responding vehicles.
Implemented updated standardized policies across department.

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED	2020-2021 APPROVED
Group A Crime per 1,000 population	37	37	40.4	34
Number of Arrests	336	336	328	300
Number of Traffic Stops	2,552	2,552	3,123	4,250
Number of Citations	1,691	1,691	2,041	2,500
Accidents	208	208	200	175

**City of Glenn Heights, Texas  
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# POLICE DEPARTMENT

<b>WORKLOAD MEASURES</b>				
<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Number of Calls for Service	22,500	22,500	17,968	23,000
Number of Officer Initiated Calls for Service	11,770	15,250	12,309	17,000
Reports Prepared	3,447	3,447	3,237	3,200
Public Information Requests Processed	781	700	747	950
Cases Filed	168	168	133	125

## FY 2020-2021 WORKPLAN SUMMARY

The 2020-2021 workplan is to enhance investigative and proactive functions to the department included upgrading radio network to 700/800 bandwidth, upgrading in-car video system to integrate with the existing body camera system for enhanced capabilities, ensuring upgraded Radar and Lidar systems are available to each patrol officer, develop a network of stationary and mobile license plate readers across the City to better develop capabilities to enhance CID lead capabilities for suspects entering Glenn Heights to commit opportunity crimes.

## BUDGET HIGHLIGHTS

The items requested through the FY 2020-2021 budget will enhance service and investigative capabilities for the department.

The requests for items or services will fall in line with the department's mission, vision, and core values statements.

The service enhancements will be directly related to develop community relationships and reduce criminal opportunities.

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



# POLICE DEPARTMENT

## PERSONNEL SUMMARY

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2020-2021 APPROVED
<b>Full-Time</b>				
Chief of Police	0	0	1	1
Deputy Chief	1	1	0	1
Police Sergeant	3	4	4	3
Police Corporal	2	0	0	0
Police Officers	13	16	16	16
Police Cadet	2	0	0	0
Animal Control	0	1	1	1
Executive Assistant	1	2	2	0
Communications Supervisor	0	0	0	1
Communication Officers	0	7	5	4
Records & Property Coordinator	1	1	1	1
Records & Property Clerk	1	1	1	1
<b>Total Positions</b>	<b>24</b>	<b>33</b>	<b>31</b>	<b>29</b>

## Budget Summary

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2020-2021 APPROVED
Personnel	\$1,588,398	\$1,824,551	\$1,995,989	\$2,131,110
Supplies	\$84,003	\$213,954	\$183,569	\$132,750
Contracted Service	\$11,695	\$21,903	\$19,903	\$14,903
Operating	\$29,414	\$34,900	\$30,700	\$19,650
Repairs & Maintenance	\$48,019	\$26,950	\$20,950	\$17,000
Departmental	\$11,444	\$23,500	\$29,000	\$14,500
Debt Payments	\$0	\$0	\$0	\$30,014
Capital Outlay	\$124,177	\$37,500	\$11,500	\$0
<b>Total</b>	<b>\$1,897,150</b>	<b>\$2,183,258</b>	<b>\$2,291,611</b>	<b>\$2,359,927</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Police**

		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
<b>32-POLICE DEPARTMENT</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 1,588,398	\$ 1,824,551	\$ 1,995,989	\$ 1,815,074	\$ 2,131,110
	SUPPLIES	84,003	213,954	183,569	126,221	132,750
	CONTRACTED SERVICES	11,695	21,903	19,903	1,800	14,903
	REPAIRS & MAINTENANCE	48,019	26,950	20,950	60,935	17,000
	OPERATING	29,414	34,900	30,700	18,307	19,650
	DEPARTMENTAL	11,444	23,500	29,000	20,113	14,500
	DEBT PAYMENTS	-	-	-	-	30,014
	CAPITAL OUTLAY	124,177	37,500	11,500	-	-
<b>TOTAL POLICE DEPARTMENT</b>		<b>\$ 1,897,150</b>	<b>\$ 2,183,258</b>	<b>\$ 2,291,611</b>	<b>\$ 2,042,450</b>	<b>\$ 2,359,927</b>

**PERSONNEL SUMMARY**

	FULL-TIME POSITIONS					
	Chief of Police	0	0	1	1	1
	Deputy Chief	1	1	0	0	1
	Police Sergeant	3	4	4	4	3
	Police Corporal	2	0	0	0	0
	Police Officers	13	16	16	16	16
	Police Cadets	2	0	0	0	0
	Crime Victims Advocate	0	0	0	0	0
	Code Enforcement	0	0	0	0	0
	Animal Control	0	1	1	1	1
	Executive Assistant	1	2	2	1	0
	Emergency Dispatchers	0	7	5	5	4
	Communication Supervisor	0	0	0	1	1
	Records & Property Coordir	1	1	1	1	1
	Records Clerk	1	1	1	1	1
	<b>Total Positions</b>	<b>24</b>	<b>33</b>	<b>31</b>	<b>31</b>	<b>29</b>

		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
<b>32-POLICE DEPARTMENT</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-32-1000	EXEMPT SALARY	77,769	81,090	94,235	93,669	172,062
100-5-32-1005	ACCRUED WAGES (AUDIT)	14,771	-	-	-	-
100-5-32-1010	REGULAR SALARIES- FULL TIM	901,585	1,200,000	1,407,482	1,261,166	1,353,526
100-5-32-1020	REGULAR SALARIES- PART TIM	1,577	-	-	-	-
100-5-32-1025	OVERTIME	123,679	114,315	46,772	109,305	45,655
100-5-32-1030	LONGEVITY PAY	6,796	6,559	5,376	5,763	5,952
100-5-32-1035	CERTIFICATION PAY	11,065	11,670	12,180	11,584	12,180
100-5-32-1040	ASSIGNMENT PAY	87,457	40,870	12,000	18,127	9,600
100-5-32-1060	HAZARD PAY				-	92,928
100-5-32-1070	HOLIDAY PAY				-	29,981
100-5-32-1200	PAYROLL TAXES FICA	88,322	105,655	120,720	110,889	124,615
100-5-32-1205	WORKERS COMP	72,107	28,903	26,275	-	24,177
100-5-32-1210	INSURANCE	157,190	188,929	224,696	161,862	213,445
100-5-32-1220	T.M.R.S.	45,116	46,562	46,253	42,709	46,988
<b>TOTAL PERSONNEL</b>		<b>1,588,398</b>	<b>1,824,551</b>	<b>1,995,989</b>	<b>1,815,074</b>	<b>2,131,110</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Police**

32-POLICE DEPARTMENT (Continued)		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
		ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
<b>SUPPLIES</b>						
100-5-32-1300	UNIFORMS & CLOTHING	19,607	28,500	25,000	15,418	15,000
100-5-32-2000	OFFICE SUPPLIES	-	-	-	-	-
100-5-32-2001	FORMS	1,371	-	-	-	-
100-5-32-2003	OTHER OPERATING SUPPLIES	361	-	-	-	-
100-5-32-2004	PATROL SUPPLIES	6,333	65,204	33,319	46,826	7,000
100-5-32-2010	PRISONER EXPENSES	4,172	64,500	64,500	26,875	60,000
100-5-32-2011	CRIME SCENE SEARCH	4,892	4,500	4,500	2,817	4,500
100-5-32-2100	GASOLINE & FUELS	45,453	49,000	55,000	33,804	45,000
100-5-32-2125	POSTAGE	107	250	250	66	250
100-5-32-2155	MINOR OFFICE EQUIPMENT	1,085	2,000	1,000	414	1,000
100-5-32-2156	OTHER SMALL EQUIPMENT	622	-	-	-	-
<b>TOTAL SUPPLIES</b>		<b>84,003</b>	<b>213,954</b>	<b>183,569</b>	<b>126,221</b>	<b>132,750</b>
<b>CONTRACTED SERVICES</b>						
100-5-32-3013	OTHER PROFESSIONAL SERVICE	3,600	3,000	3,000	-	1,000
100-5-32-3022	POLICE SOFTWARE	-	-	-	-	-
100-5-32-3025	LEXIPOL	-	9,903	9,903	-	9,903
100-5-32-3050	OPERATING LEASES-COPIERS	-	-	-	-	-
100-5-32-3102	BALLISTIC VESTS	8,095	9,000	7,000	1,800	4,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>11,695</b>	<b>21,903</b>	<b>19,903</b>	<b>1,800</b>	<b>14,903</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
100-5-32-3201	R & M SMALL EQUIPMENT	4,386	2,950	2,950	-	2,000
100-5-32-3202	R & M AUTO/TRUCK	43,633	24,000	18,000	60,935	15,000
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>48,019</b>	<b>26,950</b>	<b>20,950</b>	<b>60,935</b>	<b>17,000</b>
<b>OPERATING</b>						
100-5-32-3303	NATURAL GAS	909	-	-	-	-
100-5-32-3500	CONFERENCE, TRAINING, & TRAVEL	20,009	26,000	23,000	12,420	12,450
100-5-32-3503	PRINTING, COPY, & PHOTO	2,111	3,200	2,000	1,822	1,500
100-5-32-3505	OPERATING EXPENSES	1,549	500	500	14	500
100-5-32-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	4,836	5,200	5,200	4,052	5,200
<b>TOTAL OPERATING</b>		<b>29,414</b>	<b>34,900</b>	<b>30,700</b>	<b>18,307</b>	<b>19,650</b>
<b>DEPARTMENTAL</b>						
100-5-32-3519	CITY CLEAN UP	-	-	-	-	-
100-5-32-3520	ANIMAL POUND	-	11,500	17,000	2,609	5,000
100-5-32-3525	SRRG EXPENSES	5,802	7,200	7,200	13,362	7,500
100-5-32-3530	CRIME PREVENTION	5,642	4,800	4,800	4,142	2,000
<b>TOTAL DEPARTMENTAL</b>		<b>11,444</b>	<b>23,500</b>	<b>29,000</b>	<b>20,113</b>	<b>14,500</b>
<b>DEBT PAYMENTS</b>						
100-5-32-4013	LEASE PAYMENTS	-	-	-	-	30,014
<b>TOTAL DEBT PAYMENTS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,014</b>
<b>CAPITAL OUTLAY</b>						
100-5-32-5000	CAPITAL EXPENDITURES <sup>1</sup>	124,177	37,500	11,500	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>124,177</b>	<b>37,500</b>	<b>11,500</b>	<b>-</b>	<b>-</b>
<b>TOTAL POLICE</b>		<b>\$ 1,897,150</b>	<b>\$ 2,183,258</b>	<b>\$ 2,291,611</b>	<b>\$ 2,042,450</b>	<b>\$ 2,359,927</b>

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**City of Glenn Heights, Texas**  
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## **PLANNING & ECONOMIC DEVELOPMENT**

Planning & Economic Development facilitates orderly growth and development in the City through the proper enforcement of the City's land use, construction, and property maintenance regulations. The offices included in this cluster are the Economic Development, Planning, and Development Services. The Departments work together to enhance the City of Glenn Heights community and character.

**City of Glenn Heights, Texas**  
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**PLANNING & DEVELOPMENT SERVICES**

**PURPOSE/MISSION STATEMENT**

The Planning Department facilitates orderly growth and development in the City through the proper enforcement of the City's land use, construction, and property maintenance regulations.

<b>FY 2019-2020 ACCOMPLISHMENTS</b>
The department processed 1,470 miscellaneous and trade permits with an average process time of approximately 3 days.
The department processed and issued 459 new single-family home permits with a total valuation of \$109,800,278 and an average valuation of \$239,738
To department has significantly decreased the average amount of time taken to process and review a new home permits by switching to a master plan review process.

**PERFORMANCE MEASURES**

<b>PRODUCTIVITY INDICATORS</b>				
<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Average time required to process permit applications for New Single-Family Construction	4	4	4	4
Average days to process permit applications for New Commercial Construction	8	8	8	8
Number of Contacts with the Public (Non-Code Compliance)	615	615	615	750
<b>WORKLOAD MEASURES</b>				
<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Number of New Plats	3	3	3	5
Number of Zoning Change Applications	3	3	3	3
Number of Trade & Misc. Permits	500	500	500	750
Valuation for NSF Building Permits	\$22,000,000	22,000,000	22,000,000	25,000,000
Number of Code Compliance Notices Issued	1006	1006	1006	2411
Number of Citations	38	38	38	160
Number of Abatements	31	31	31	21
Number of Rental Unit Inspections	1345	1345	1345	1345

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**PLANNING & DEVELOPMENT SERVICES**

**FY 2020-2021 WORKPLAN SUMMARY**

Improve on the efficiency of processing and reviewing all planning and development applications
Foster voluntary compliance through citizen engagement, education and monitoring

**BUDGET HIGHLIGHTS**

The FY 2020-2021 budget will allow the department to maintain and improve upon the services currently provided.
---

**PERSONNEL SUMMARY**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
<b>Full-Time</b>				
Director of Planning & Development	1	1	0	0
Code Compliance Officer	2	2	2	2
Planner	1	1	1	1
Building Official	0	1	1	0
Permit Coordinator	1	1	1	1
Animal Control	1	0	0	0
<b>Total Positions</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>4</b>

**Budget Summary**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Personnel	\$298,912	\$264,615	\$318,040	\$225,589
Supplies	\$6,744	\$8,300	\$6,800	\$7,000
Contracted Service	\$341,775	\$250,286	\$108,600	\$123,550
Repairs & Maintenance	\$920	\$2,000	\$2,000	\$2,000
Operating	\$8,370	\$10,925	\$11,525	\$10,525
Departmental	\$12,039	\$0	\$5,000	\$5,000
Capital Outlay	\$0	\$30,000	\$0	\$0
<b>Total</b>	<b>\$668,760</b>	<b>\$566,126</b>	<b>\$451,965</b>	<b>\$373,664</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Planning**

<b>53-PLANNING &amp; DEVELOPMENT</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 298,912	\$ 264,615	\$ 318,040	\$ 229,817	\$ 225,589
	SUPPLIES	6,744	8,300	6,800	4,987	7,000
	CONTRACTED SERVICES	341,775	250,286	108,600	68,382	123,550
	REPAIRS & MAINTENANCE	920	2,000	2,000	603	2,000
	OPERATING	8,370	10,925	11,525	4,088	10,525
	DEPARTMENTAL	12,039	-	5,000	-	5,000
	CAPITAL OUTLAY	-	30,000	-	-	-
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>		<b>\$ 668,760</b>	<b>\$ 566,126</b>	<b>\$ 451,965</b>	<b>\$ 307,877</b>	<b>\$ 373,664</b>
<b>PERSONNEL SUMMARY</b>						
FULL-TIME POSITIONS						
	Director, Planning & Development Services	1	1	0	0	0
	Coordinator, Code and Animal Control	0	0	0	0	0
	Code Compliance	2	2	2	2	2
	Planner	1	1	1	1	1
	Building Official	0	1	1	0	0
	Permit Coordinator	1	1	1	1	1
	Animal Control	1	0	0	0	0
	Total Positions	6	6	5	4	4
<b>53-PLANNING &amp; DEVELOPMENT</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-53-1000	EXEMPT SALARY	75,483	64,904	112,562	88,942	54,232
100-5-53-1010	REGULAR SALARIES- FULL TIME	150,921	147,931	138,161	99,747	119,897
100-5-53-1025	OVERTIME	2,760	607	-	-	-
100-5-53-1200	PAYROLL TAXES FICA	16,425	16,288	19,180	14,502	13,321
100-5-53-1205	WORKERS COMP	7,607	4,379	4,379	-	3,335
100-5-53-1210	INSURANCE	33,561	23,671	36,035	21,117	29,441
100-5-53-1215	UNEMPLOYMENT CLAIMS	-	242	-	-	-
100-5-53-1220	T.M.R.S.	8,290	6,594	7,722	5,510	5,363
<b>TOTAL PERSONNEL</b>		<b>298,912</b>	<b>264,615</b>	<b>318,040</b>	<b>229,817</b>	<b>225,589</b>
<b>SUPPLIES</b>						
100-5-53-1300	UNIFORMS AND CLOTHING	1,176	1,300	1,300	340	1,500
100-5-53-2001	FORMS	-	500	500	72	500
100-5-53-2009	CODE BOOKS	-	3,000	1,000	2,999	1,000
100-5-53-2100	GASOLINE & FUEL	5,568	3,500	4,000	1,576	4,000
<b>TOTAL SUPPLIES</b>		<b>6,744</b>	<b>8,300</b>	<b>6,800</b>	<b>4,987</b>	<b>7,000</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Planning**

<b>53-PLANNING &amp; DEVELOPMENT (continued)</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>CONTRACTED SERVICES</b>						
100-5-53-3004	HEALTH DEPARTMENT FEES	3,072	6,586	3,800	3,580	3,800
100-5-53-3006	CONSULTANT FEES	4,088	15,000	52,000	7,565	46,950
100-5-53-3015	MERCHANT (CC) FEES	2,720	2,700	2,800	6,286	2,800
100-5-53-3047	INSPECTIONS	331,895	226,000	50,000	50,950	70,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>341,775</b>	<b>250,286</b>	<b>108,600</b>	<b>68,382</b>	<b>123,550</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
100-5-53-3202	R & M AUTO/TRUCK	920	2,000	2,000	603	2,000
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>920</b>	<b>2,000</b>	<b>2,000</b>	<b>603</b>	<b>2,000</b>
<b>OPERATING</b>						
100-5-53-3300	CELL PHONES & WIRELESS	2,899	-	-	-	-
100-5-53-3500	CONFERENCE, TRAINING, & TRAVEL	1,360	4,000	4,000	714	3,000
100-5-53-3503	PRINTING, COPY, & PHOTO	3,596	4,000	4,000	2,205	4,000
100-5-53-3505	OPERATING EXPENSES	371	2,500	2,500	-	2,500
100-5-53-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	144	425	1,025	1,169	1,025
<b>TOTAL OPERATING</b>		<b>8,370</b>	<b>10,925</b>	<b>11,525</b>	<b>4,088</b>	<b>10,525</b>
<b>DEPARTMENTAL</b>						
100-5-53-3522	DEMOLITIONS	-	-	5,000	-	5,000
100-5-53-3520	ANIMAL POUND	12,039	-	-	-	-
<b>TOTAL DEPARTMENTAL</b>		<b>12,039</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>
<b>CAPITAL OUTLAY</b>						
100-5-53-5000	CAPITAL EXPENDITURES	-	30,000	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>		<b>\$ 668,760</b>	<b>\$ 566,126</b>	<b>\$ 451,965</b>	<b>\$ 307,877</b>	<b>\$ 373,664</b>

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



# ECONOMIC DEVELOPMENT

## PURPOSE/MISSION STATEMENT

The City of Glenn Heights Economic Development Department seeks to identify opportunities to partner with private industry to attract investment in the local economy. This activity will enhance the fiscal health of the city and help improve the overall quality of life for residents.

### FY 2019-2020 ACCOMPLISHMENTS

The department published a Request for Expressions of Interest to develop a 50-Acre tract of land owned by the City of Glenn Heights.
The department received (2) development proposals and letters of intent from commercial development firms in response to the solicitation.
The City of Glenn Heights was awarded a supplemental CDBG Grant from Dallas County for the Mesa Area Water & Road Improvements project

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED	2020-2021 APPROVED
Increase in number of retail businesses	Not Measured	2	4	4
Development site submissions to targeted industries	Not Measured	5	8	8
New Development or Small Business incentives agreements	Not Measured	1	3	3
New Chamber of Commerce Members	Not Measured	15	20	20
WORKLOAD MEASURES				
INDICATORS	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED	2020-2021 APPROVED
Number of Roundtable meetings	Not Measured	13	15	5
Number of Chamber of Commerce meetings	Not Measured	10	12	5
Number of small business incubator meetings	Not Measured	3	10	5
Number of Defined Development Incentive Programs	Not Measured	2	3	5
Number of businesses contacted	Not Measured	46	60	65

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



**ECONOMIC DEVELOPMENT**

**FY 2020-2021 WORKPLAN SUMMARY**

The creation of a tax increment reinvestment zone to support the proposed mixed-use development at the city-owned site along Hampton Road.

The continuation of the Chapter 380 Economic Development Incentives Grant.

The establishment of the COVID-19 Small Business Assistance Grant Program with funding provided under the 2020 CARES Act.

**BUDGET HIGHLIGHTS**

The FY 2020-2021 budget will allow the department to maintain the services and programs currently provided including the Chapter 380 economic development incentives program designed to assist commercial development projects.

**PERSONNEL SUMMARY**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
<b>Full-Time</b>				
Economic Development Administrator	0.5	1	1	1
<b>Total</b>	<b>0.5</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Budget Summary**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Personnel	\$5,913	\$85,718	\$92,159	\$95,183
Supplies	\$0	\$0	\$0	\$0
Contracted Service	\$0	\$12,500	\$14,000	\$6,000
Operating	\$5,067	\$21,325	\$29,100	\$14,600
<b>Total</b>	<b>\$10,980</b>	<b>\$119,543</b>	<b>\$135,259</b>	<b>\$115,783</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**EDC**

<b>52-ECONOMIC DEVELOPMENT</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 5,913	\$ 85,718	\$ 92,159	\$ 81,252	\$ 95,183
	SUPPLIES	-	-	-	-	-
	CONTRACTED SERVICES	-	12,500	14,000	-	6,000
	OPERATING	5,067	21,325	29,100	5,596	14,600
<b>TOTAL ECONOMIC DEVELOPMENT</b>		<b>\$ 10,980</b>	<b>\$ 119,543</b>	<b>\$ 135,259</b>	<b>\$ 86,848</b>	<b>\$ 115,783</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Economic Development Administrator	0.5	1	1	1	1
	Public Information Officer	0	0	0	0	0
	PART-TIME POSITIONS					
	Intern	0	0	0	0	0
	Total Positions	0.5	1	1	1	1
<b>52-ECONOMIC DEVELOPMENT (Cont.)</b>						
		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
100-5-52-1000	EXEMPT SALARY	4,038	76,269	76,426	72,280	78,718
100-5-52-1010	REGULAR SALARIES- FULL TIME	-	-	-	-	-
100-5-52-1020	REG SALARIES PART-TIME	-	-	-	-	-
100-5-52-1200	PAYROLL TAXES FICA	309	5,224	5,676	5,399	5,847
100-5-52-1205	WORKERS COMP	626	876	876	-	834
100-5-52-1210	INSURANCE	14	1,127	6,827	1,560	7,360
100-5-52-1215	UNEMPLOYMENT CLAIMS	-	-	-	-	-
100-5-52-1220	T.M.R.S.	150	2,221	2,354	2,012	2,425
<b>TOTAL PERSONNEL</b>		<b>5,913</b>	<b>85,718</b>	<b>92,159</b>	<b>81,252</b>	<b>95,183</b>
<b>SUPPLIES</b>						
100-5-52-2155	SMALL OFFICE EQUIPMENT	-	-	-	-	-
<b>TOTAL SUPPLIES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CONTRACTED SERVICES</b>						
100-5-52-3013	OTHER PROFESSIONAL SERVICES	-	7,500	9,000	-	3,500
100-5-52-3015	ADVERTISING CONTRACT	-	5,000	5,000	-	2,500
<b>TOTAL CONTRACTED SERVICES</b>		<b>-</b>	<b>12,500</b>	<b>14,000</b>	<b>-</b>	<b>6,000</b>
<b>OPERATING</b>						
100-5-52-3500	CONFERENCE, TRAINING, & TRAVEL	402	2,000	3,500	1,639	500
100-5-52-3503	PRINTING, COPY, & PHOTO	-	1,125	600	22	250
100-5-52-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	3,500	1,000	1,800	1,014	500
100-5-52-3520	PUBLIC MEETINGS	995	1,700	1,700	1,170	850
100-5-52-3525	CHAMBER OF COMMERCE EXPENDITURES	170	5,500	6,500	1,752	2,500
100-5-52-3550	SMALL BUSINESS DEVELOPMENT GRANTS	-	10,000	15,000	-	10,000
<b>TOTAL OPERATING</b>		<b>5,067</b>	<b>21,325</b>	<b>29,100</b>	<b>5,596</b>	<b>14,600</b>
<b>TOTAL ECONOMIC DEVELOPMENT</b>		<b>\$ 10,980</b>	<b>\$ 119,543</b>	<b>\$ 135,259</b>	<b>\$ 86,848</b>	<b>\$ 115,783</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET  
COVID-19 Response**

<b>425-COVID-19 RESPONSE</b>		<b>2019-2020 AMENDED</b>	<b>2020-2021 APPROVED</b>
	PERSONNEL	\$ 128,500	\$ -
	SUPPLIES	93,756	105,900
	CONTRACTED SERVICES	15,644	50,000
	REPAIRS & MAINTENANCE	483	-
	OPERATING	905	-
	DEPARTMENTAL	108	-
	CAPITAL OUTLAY	-	-
<b>TOTAL COVID-19 RESPONSE</b>		<b>\$ 239,395</b>	<b>\$ 155,900</b>
<hr/>			
<b>425-COVID-19 RESPONSE</b>		<b>2019-2020 AMENDED</b>	<b>2020-2021 APPROVED</b>
<b>PERSONNEL</b>			
425-5-XX-1060	COVID HAZARD PAY	110,000	
425-5-XX-1065	COVID HAZARD OVERTIME		
425-5-XX-1200	PAYROLL TAXES FICA	7,500	
425-5-XX-1210	INSURANCE	8,500	
425-5-XX-1220	T.M.R.S.	2,500	
<b>TOTAL PERSONNEL</b>		<b>128,500</b>	<b>-</b>
<b>SUPPLIES</b>			
425-5-XX-1300	UNIFORM & CLOTHING	536	500
425-5-XX-2004	PATROL SUPPLIES	22,326	20,000
425-5-XX-2000	OFFICE SUPPLIES	1,429	1,000
425-5-XX-2003	OTHER OPERATING SUPPLIES	718	500
425-5-XX-2007	AMBULANCE SUPPLIES	6,487	10,000
425-5-XX-2012	JANITORIAL SUPPLIES	2,326	10,000
425-5-XX-2425	GASOLINE & FUELS	3,719	3,000
425-5-XX-2125	POSTAGE	31	100
425-5-XX-2153	PERSONAL PROTECTIVE EQUIPMENT	40,000	50,000
425-5-XX-2155	SMALL OFFICE EQUIPMENT	879	500
425-5-XX-2156	OTHER SMALL EQUIPMENT	304	300
425-5-XX-3110	SAFETY EQUIPMENT	15,000	10,000
425-5-XX-2159	FIRE EQUIPMENT & TOOLS	-	
<b>TOTAL SUPPLIES</b>		<b>93,756</b>	<b>105,900</b>
<b>CONTRACTED SERVICES</b>			
425-5-XX-3002	LEGAL SERVICES	9,343	
425-5-XX-3010	TECHNOLOGY	152	
425-5-XX-3011	JANITORIAL SERVICES	1,118	
425-5-XX-3013	OTHER PROFESSIONAL SERVICES	32	
	COVID TESTING	5,000	50,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>15,644</b>	<b>50,000</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**  
**COVID-19 Response**

<b>425-COVID-19 RESPONSE (Continued)</b>		<b>2019-2020</b>	<b>2020-2021</b>
		<b>AMENDED</b>	<b>APPROVED</b>
<b>REPAIRS &amp; MAINTENANCE</b>			
425-5-XX-3200	R&M STRUCTURE	-	
425-5-XX-3201	R&M SMALL EQUIPMENT	483	-
425-5-XX-3202	R&M AUTO / TRUCK	-	
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>483</b>	<b>-</b>
<b>OPERATING</b>			
425-5-XX-3500	CONFERENCE, TRAVEL & TRAINING	199	-
425-5-XX-3510	HARDWARE	706	-
<b>TOTAL OPERATING</b>		<b>905</b>	<b>-</b>
<b>DEPARTMENTAL</b>			
425-5-XX-3516	STRATEGIC PLANNING	108	-
425-5-XX-3603	EMPLOYEE RELATIONS	-	
<b>TOTAL DEPARTMENTAL</b>		<b>108</b>	<b>-</b>
<b>TOTAL COVID-19 RESPONSE</b>		<b>\$ 239,395</b>	<b>\$ 155,900</b>

**City of Glenn Heights, Texas  
Fiscal Year 2020-2021 Annual Budget**



## **WATER SEWER FUND**

The Water and Sewer Utility system is an Enterprise Fund and accounts for revenues and expenses associated with the operations system, financial debt services, and capital projects. Revenue to support the Water and Sewer Fund are derived from user fees billed to commercial and residential customers in the City.

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**

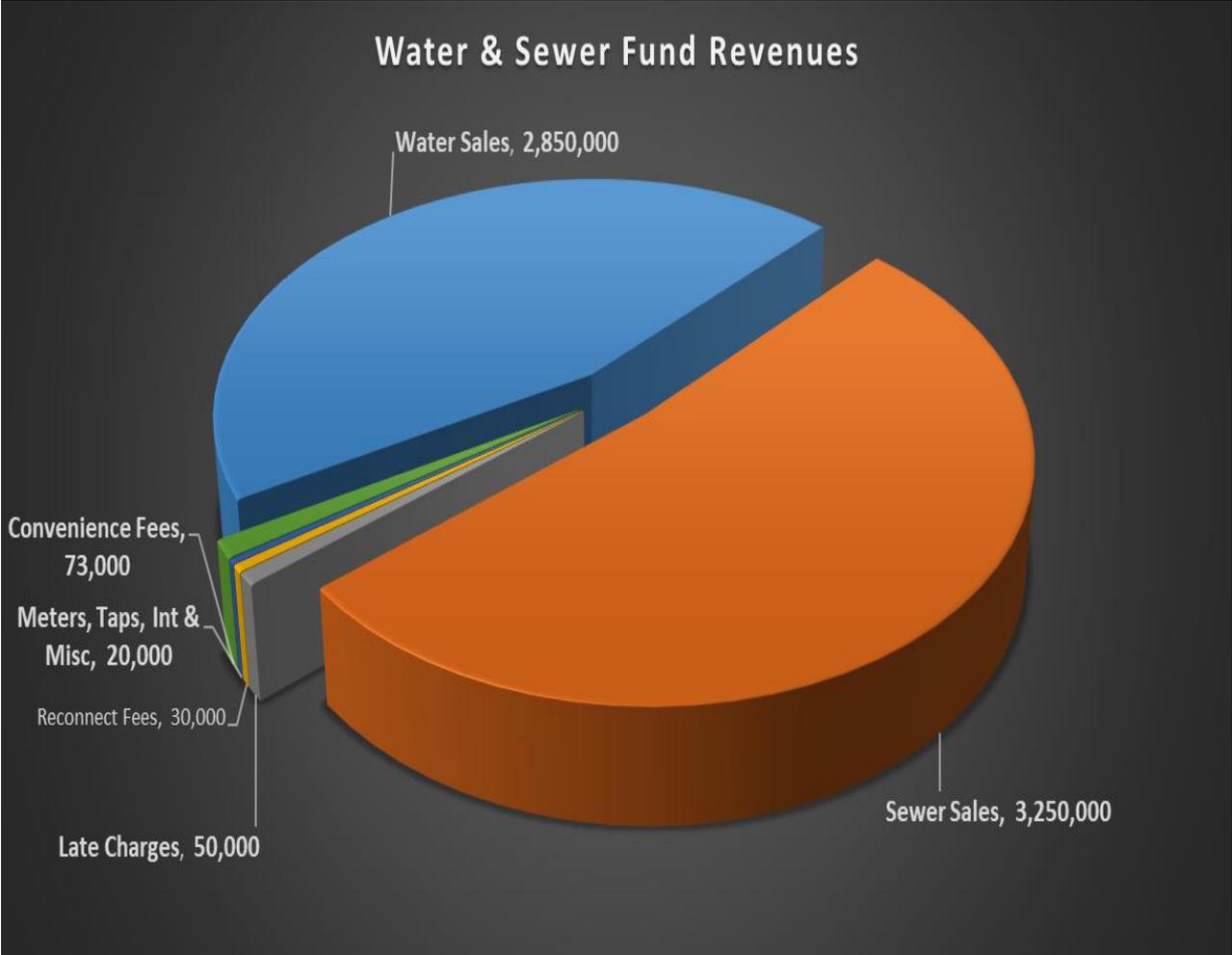


**WATER SEWER FUND**  
**REVENUE SUMMARY**

<b>REVENUES</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2019-2020 AMENDED</b>	<b>2020-2021 APPROVED</b>
Water Sales	2,589,587	2,357,069	2,471,000	2,992,816	2,850,000
Sewer Sales	2,814,125	2,795,708	2,851,622	3,128,700	3,250,000
Late Charges	278,231	276,634	268,988	144,393	50,000
Reconnect Fees	48,891	59,518	60,708	28,518	30,000
Water Meters	140,813	16,991	17,331	7,215	5,000
Tap Fees	7,800	11,871	12,108	7,850	7,000
Convenience Fees	62,485	69,204	70,588	86,933	73,000
Interest	25,553	1,500	1,530	9,297	4,000
Miscellaneous	122,701	3,900	3,978	2,240	4,000
<b>TOTAL REVENUES</b>	<b>\$ 6,090,186</b>	<b>\$ 5,592,395</b>	<b>\$ 5,757,853</b>	<b>\$ 6,407,963</b>	<b>\$ 6,273,000</b>



# **WATER SEWER FUND REVENUE**



**FY 2020-2021 Water Sewer Fund Revenue:  
\$6,273,000**

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**

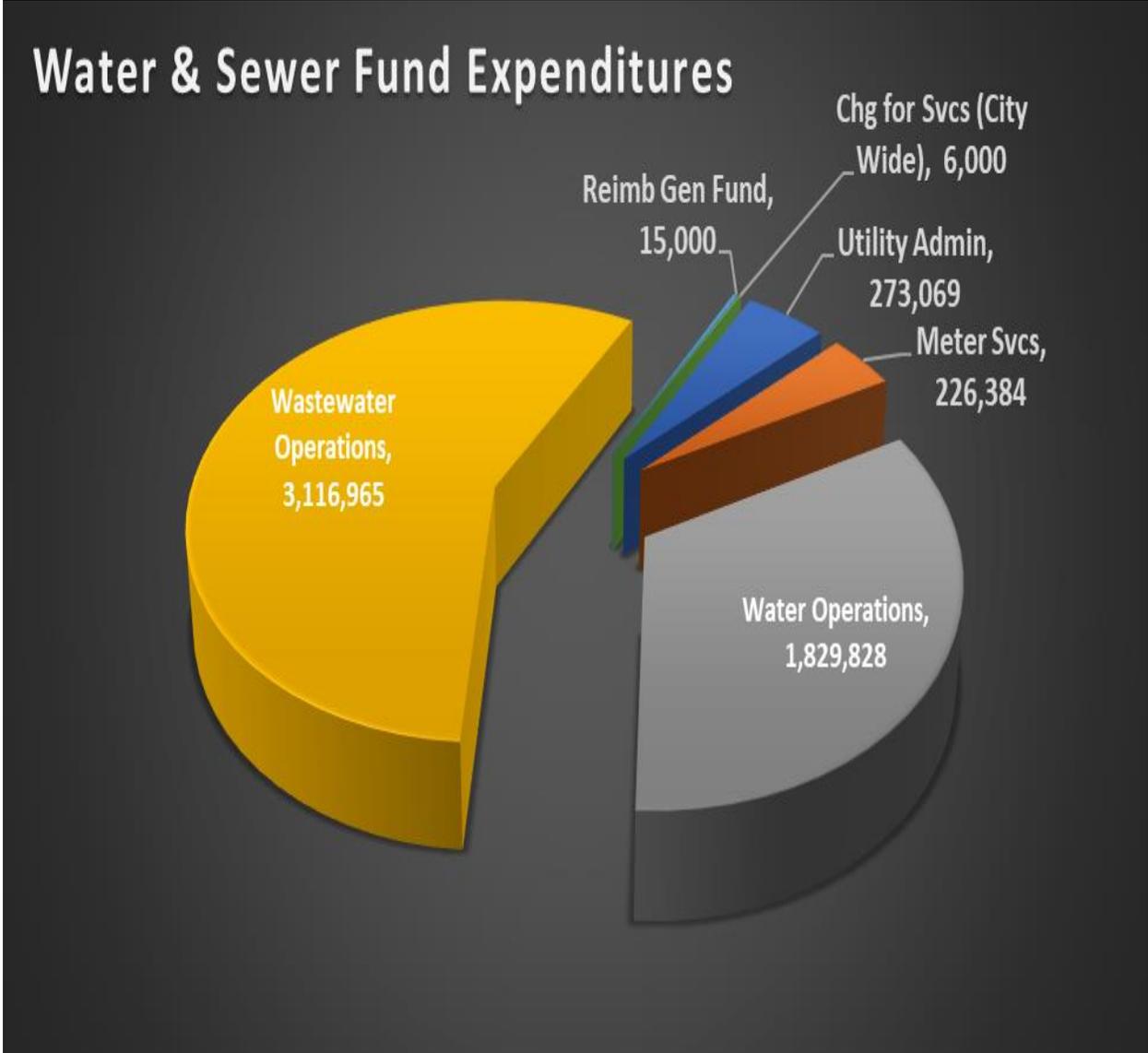


**WATER SEWER FUND**  
**EXPENDITURE SUMMARY**

	2017-2018 ACTUAL	2018-2019 ACTUAL	2109-2020 APPROVED	2019-2020 AMENDED	2020-2021 APPROVED
22-Utility Administration	189,925	254,020	260,568	222,985	273,069
23-Meter Services	283,107	153,075	217,535	167,418	226,384
41-Water Operations	1,929,346	1,501,587	1,802,980	1,452,289	1,829,828
42-Wastewater Operations	2,493,423	2,825,448	3,772,907	3,791,432	3,116,965
99-Capital Project - Hwy 664 Utility Relocation	890,000	-	-	-	-
G&A Reimbursement to Utility	249,170	221,480	64,043	64,043	15,000
Charge for Service (City Wide)	109,823	97,616	32,007	32,007	6,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,144,794</b>	<b>\$ 5,053,226</b>	<b>\$ 6,150,040</b>	<b>\$ 5,730,175</b>	<b>\$ 5,467,246</b>



# WATER SEWER FUND EXPENDITURE



**FY 2020-2021 Water Sewer Fund Expenditures:  
\$5,467,246**

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



**UTILITY ADMINISTRATION**

**PURPOSE/MISSION STATEMENT**

The Utility Billing and Collection Division provides comprehensive, professional, effective and reliable service to our utility customers. Providing customer water, sewer, and garbage billing services as well as connection for the City of Glenn Heights.

**FY 2019-2020 ACCOMPLISHMENTS**

Re-established Utility Billing Supervisor position

**PERFORMANCE MEASURES**

**PRODUCTIVITY INDICATORS**

<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Percent increase in customers	2%	2%	7%	10%
Percent customer complaints down	2%	2%	2%	2%
Number of customer service compliments per month	10	10%	15%	20%

**WORKLOAD MEASURES**

<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Average customers served/billing per month	4700	5,302	5,902	5957
Average late notices/cutoffs per month	75	1,064/128	1,090/135	1147/150
Average applications per month	45	79	80	99
Average calls taken per day	75	80	100	120
Average daily service ticket orders	5	12	15	16
Number of participants in the Senior Billing Program	75	98	110	130
Number of onsite payment customers	2000	2,500	3,000	3,500

**City of Glenn Heights, Texas  
Fiscal Year 2020-2021 Annual Budget**



**UTILITY ADMINISTRATION**

**FY 2020-2021 WORKPLAN SUMMARY**

Continue to work to go paperless

**BUDGET HIGHLIGHTS**

Provide services to residents via contactless options.

**PERSONNEL SUMMARY**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
<b>Full-Time</b>				
Utility Billing Supervisor	1	1	1	1
Utility Billing Representative	2	2	2	2
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Budget Summary**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Personnel	\$80,758	\$127,845	\$150,968	\$164,219
Supplies	\$1,691	\$2,275	\$1,800	\$1,050
Contracted Service	\$102,667	\$120,500	\$103,000	\$103,000
Operating	\$3,753	\$3,400	\$4,800	\$4,800
Use of Fund Balance	\$1,056	\$0	\$0	\$0
<b>Total</b>	<b>\$189,925</b>	<b>\$254,020</b>	<b>\$260,568</b>	<b>\$273,069</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Utility Admin**

<b>UTILITY ADMINISTRATION - 22</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 80,758	\$ 127,845	\$ 150,968	\$ 132,337	\$ 164,219
	SUPPLIES	1,691	2,275	1,800	1,095	1,050
	CONTRACTED SERVICES	102,667	120,500	103,000	87,161	103,000
	OPERATING	3,753	3,400	4,800	2,392	4,800
	USE OF FUND BALANCE	1,056	-	-	-	-
<b>TOTAL UTILITY ADMIN</b>		<b>\$ 189,925</b>	<b>\$ 254,020</b>	<b>\$ 260,568</b>	<b>\$ 222,985</b>	<b>\$ 273,069</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Utilities Billing Supervisor	1	1	1	1	1
	Utilities Blling Representative	2	2	2	2	2
	Total Positions	3	3	3	3	3
<b>UTILITY ADMINISTRATION - 22</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
500-5-22-1010	REGULAR SALARIES- FULL TIME	63,013	95,000	112,319	104,812	122,666
500-5-22-1020	REGULAR SALARIES-PART TIME	-	-	-	-	-
500-5-22-1025	OVERTIME	1,855	3,075	3,240	2,275	3,538
500-5-22-1200	PAYROLL TAXES FICA	4,564	7,079	8,840	8,060	9,655
500-5-22-1205	WORKERS COMP	658	2,628	2,628	-	2,501
500-5-22-1210	INSURANCE	12,973	14,849	20,481	14,123	22,081
500-5-22-1215	UNEMPLOYMENT CLAIMS	-	2,028	-	-	-
500-5-22-1220	T.M.R.S.	1,312	3,186	3,459	3,066	3,778
<b>TOTAL PERSONNEL</b>		<b>80,758</b>	<b>127,845</b>	<b>150,968</b>	<b>132,337</b>	<b>164,219</b>
<b>SUPPLIES</b>						
500-5-22-2000	OFFICE SUPPLIES	1,691	1,675	1,500	1,095	750
500-5-22-2156	OTHER SMALL EQUIPMENT	-	600	300	-	300
<b>TOTAL SUPPLIES</b>		<b>1,691</b>	<b>2,275</b>	<b>1,800</b>	<b>1,095</b>	<b>1,050</b>
<b>CONTRACTED SERVICES</b>						
500-5-22-3006	CONSULTANT FEES	1,457	-	-	-	-
500-5-22-3014	TEMP CONTRACT LABOR	10,886	18,000	5,000	-	-
500-5-22-3015	MERCHANT (CC) FEES	45,651	48,000	48,000	45,422	58,000
500-5-22-3025	WATER BILL PROCESSING/POSTAGE	44,673	54,500	50,000	41,739	45,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>102,667</b>	<b>120,500</b>	<b>103,000</b>	<b>87,161</b>	<b>103,000</b>
<b>OPERATING</b>						
500-5-22-3302	ELECTRICITY	1,078	1,500	1,500	853	1,500
500-5-22-3303	NATURAL GAS	1,398	1,200	1,900	1,119	1,900
500-5-22-3400	TRAINING	901	500	500	413	500
500-5-22-3503	PRINTING, COPY, & PHOTO	376	200	900	-	900
<b>TOTAL OPERATING</b>		<b>3,753</b>	<b>3,400</b>	<b>4,800</b>	<b>2,392</b>	<b>4,800</b>
<b>USE OF FUND BALANCE</b>						
500-5-22-7999	DEPRECIATION EXPENSE	1,056	-	-	-	-
<b>TOTAL FUND BALANCE</b>		<b>1,056</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL UTILITY ADMINISTRATION</b>		<b>\$ 189,925</b>	<b>\$ 254,020</b>	<b>\$ 260,568</b>	<b>\$ 222,985</b>	<b>\$ 273,069</b>

**City of Glenn Heights, Texas  
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**METER SERVICES**

**PURPOSE/MISSION STATEMENT**

To ensure the accurate metering and operation of devices detecting water usage throughout the City of Glenn Heights.

**FY 2019-2020 ACCOMPLISHMENTS**

Continued to provide manual readings citywide for prompt and accurate billing.

**PERFORMANCE MEASURES**

<b>PRODUCTIVITY INDICATORS</b>				
<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Water disconnection within 4 hours of notice	95%	98%	98%	100%
Water connections within 4 hours of notice	95%	98%	98%	100%
Percent of water meters read within 5 days	95%	98%	98%	75%

<b>WORKLOAD MEASURES</b>				
<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Average meters read per month	7,384	7,858	8,500	9,100
Water service connections per month	39	40	50	100
Water service disconnections per month	34	35	40	250
Meters replaced per month	13	13	15	6
New meters installed per month	18	22	30	20

**City of Glenn Heights, Texas**  
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# METER SERVICES

## FY 2020-2021 WORKPLAN SUMMARY

Work on establishing contactless meters citywide.

## BUDGET HIGHLIGHTS

Ensure smooth transition to new meter program.

## PERSONNEL SUMMARY

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2020-2021 APPROVED
<b>Full-Time</b>				
Meter Services Coordinator	1	1	1	1
Meter Reader	2	1	1	1
Utility Worker I/Meter Reader	1	2	2	2
<b>Total Positions</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

## Budget Summary

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2020-2021 APPROVED
Personnel	\$110,788	\$131,375	\$191,713	\$192,662
Supplies	\$160,110	\$17,700	\$19,100	\$19,100
Contracted Service	\$1,605	\$2,000	\$2,000	\$9,900
Repairs & Maintenance	\$3,464	\$1,500	\$3,500	\$3,500
Operating	\$1,854	\$500	\$1,222	\$1,222
Use of Fund Balance	\$5,286	\$0	\$0	\$0
Capital Outlay	\$0	\$28,000	\$0	\$0
<b>Total</b>	<b>\$283,107</b>	<b>\$181,075</b>	<b>\$217,535</b>	<b>\$226,384</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Meter Services**

<b>METER SERVICES- 23</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 110,788	\$ 131,375	\$ 191,713	\$ 145,732	\$ 192,662
	SUPPLIES	160,110	17,700	19,100	18,755	19,100
	CONTRACTED SERVICES	1,605	2,000	2,000	1,500	9,900
	REPAIRS & MAINTENANCE	3,464	1,500	3,500	1,432	3,500
	OPERATING	1,854	500	1,222	-	1,222
	USE OF FUND BALANCE	5,286	-	-	-	-
<b>TOTAL METER SERVICES</b>		<b>\$ 283,107</b>	<b>\$ 153,075</b>	<b>\$ 217,535</b>	<b>\$ 167,418</b>	<b>\$ 226,384</b>
<b>PERSONNEL SUMMARY</b>						
FULL-TIME POSITIONS						
	Coordinator, Meter Services	1	1	1	1	1
	Meter Reader	2	1	1	1	1
	Utility Worker I / Meter Reader	1	2	2	2	2
	Total Positions	4	4	4	4	4
<b>METER SERVICES-23</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
500-5-23-1010	REGULAR SALARIES-FULL TIME	77,763	92,000	141,777	107,665	142,891
500-5-23-1025	OVERTIME	3,633	6,641	1,534	4,628	1,546
500-5-23-1200	PAYROLL TAXES FICA	6,048	6,024	10,963	7,472	11,049
500-5-23-1205	WORKERS COMP	6,887	3,503	3,503	-	3,335
500-5-23-1210	INSURANCE	16,208	20,355	29,208	22,895	29,441
500-5-23-1215	UNEMPLOYMENT CLAIMS	-	-	-	-	-
500-5-23-1218	PERFORMANCE INCREASES	-	-	-	-	-
500-5-23-1220	T.M.R.S.	1,661	2,851	4,367	3,072	4,401
<b>TOTAL PERSONNEL</b>		<b>110,788</b>	<b>131,375</b>	<b>191,713</b>	<b>145,732</b>	<b>192,662</b>
<b>SUPPLIES</b>						
500-5-23-1300	UNIFORMS & CLOTHING	442	500	1,500	891	1,500
500-5-23-2100	GASOLINE & FUEL	3,973	4,500	6,000	6,529	6,000
500-5-23-2125	REPLACEMENT METER PURCHASES	16,436	7,000	5,000	6,164	5,000
500-5-23-2126	NEW WATER METER PURCHASES	139,259	4,500	5,000	4,794	5,000
500-5-23-2151	HAND TOOLS	-	200	200	47	200
500-5-23-3110	SAFETY EQUIPMENT	-	1,000	1,400	330	1,400
<b>TOTAL SUPPLIES</b>		<b>160,110</b>	<b>17,700</b>	<b>19,100</b>	<b>18,755</b>	<b>19,100</b>
<b>CONTRACTED SERVICES</b>						
500-5-23-3020	ANNUAL SOFTWARE MAINT	1,500	1,500	1,500	1,500	1,500
500-5-23-3030	METER TESTING	105	500	500	-	8,400
<b>TOTAL CONTRACTED SERVICES</b>		<b>1,605</b>	<b>2,000</b>	<b>2,000</b>	<b>1,500</b>	<b>9,900</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
500-5-23-3202	R & M AUTO	3,464	1,500	3,500	1,432	3,500
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>3,464</b>	<b>1,500</b>	<b>3,500</b>	<b>1,432</b>	<b>3,500</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Meter Services**

		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
<b>METER SERVICES-23 (continued)</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
500-5-23-3300	CELL PHONES & WIRELESS	1,175	-	-	-	-
500-5-23-3500	CONFERENCE TRAINING & TRAVEL	184	500	1,022	-	1,022
500-5-23-3506	DUE SUBSCRIPTIONS & PUBLICATIONS	-	-	200	-	200
500-5-23-3508	SOFTWARE	495	-	-	-	-
<b>TOTAL OPERATING</b>		<b>1,854</b>	<b>500</b>	<b>1,222</b>	<b>-</b>	<b>1,222</b>
<b>USE OF FUND BALANCE</b>						
500-5-23-7999	DEPRECIATION EXPENSE	5,286	-	-	-	-
<b>TOTAL FUND BALANCE</b>		<b>5,286</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>						
500-5-23-5000	CAPITAL EXPENDITURES	-	28,000	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>28,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL METER SERVICES</b>		<b>\$ 283,107</b>	<b>\$ 181,075</b>	<b>\$ 217,535</b>	<b>\$ 167,418</b>	<b>\$ 226,384</b>

**City of Glenn Heights, Texas  
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**WATER OPERATIONS**

**PURPOSE/MISSION STATEMENT**

To ensure the safe and efficient delivery of potable water to all City of Glenn Heights Water Service customers. Maintain the water supply delivery system sustaining adequate pressure and quality for all health and life-safety needs.

**FY 2019-2020 ACCOMPLISHMENTS**

Fixed 42 leaks in 2020

**PERFORMANCE MEASURES**

<b>PRODUCTIVITY INDICATORS</b>				
<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Percent of water lines repaired/replaced within 24 hours of reporting	80	80	80	80%
Percent of backflow devices tested within 24 hours requested	85	85	85	NA

**City of Glenn Heights, Texas**  
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**WATER OPERATIONS**

**FY 2020-2021 WORKPLAN SUMMARY**

Monitor water usage for prompt leak repair.

**BUDGET HIGHLIGHTS**

Purchase of new dump truck.

**PERSONNEL SUMMARY**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
<b>Full-Time</b>				
Director of Public Works & Infrastructure	0.5	0.33	0.33	0
Utilities Superintendent	1	1	1	1
Utilities Supervisor	1	1	1	1
Inspector	1	1	1	1
Executive Assistant	1	1	1	1
Utilities Worker III	3	3	1	1.5
Backflow Operator	1	1	0	0
<b>Total Positions</b>	<b>8.5</b>	<b>8.33</b>	<b>7.33</b>	<b>5.5</b>

**Budget Summary**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Personnel	\$399,233	\$283,513	\$465,186	\$384,451
Supplies	\$27,945	\$30,300	\$31,944	\$30,444
Contracted Service	\$983,863	\$960,000	\$1,130,000	\$1,220,000
Repairs & Maintenance	\$91,635	\$67,000	\$81,500	\$60,500
Operating	\$180,526	\$92,274	\$70,850	\$109,433
Departmental	\$19,612	\$23,500	\$23,500	\$25,000
Capital Outlay	\$0	\$45,000	\$0	\$0
Use of Fund Balance	\$226,532	\$0	\$0	\$0
<b>Total</b>	<b>\$1,929,346</b>	<b>\$1,501,587</b>	<b>\$1,802,980</b>	<b>\$1,829,828</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Water Operations**

<b>WATER OPERATIONS - 41</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 399,233	\$ 283,513	\$ 465,186	\$ 301,776	\$ 384,451
	SUPPLIES	27,945	30,300	31,944	18,280	30,444
	CONTRACTED SERVICES	983,863	960,000	1,130,000	949,648	1,220,000
	REPAIRS & MAINTENANCE	91,635	67,000	81,500	38,580	60,500
	OPERATING	180,526	92,274	70,850	122,829	109,433
	DEPARTMENTAL	19,612	23,500	23,500	21,176	25,000
	DEBT PAYMENTS	-	-	-	-	-
	CAPITAL OUTLAY	-	45,000	-	-	-
	USE OF FUND BALANCE	226,532	-	-	-	-
<b>TOTAL WATER OPERATIONS</b>		<b>\$ 1,929,346</b>	<b>\$ 1,501,587</b>	<b>\$ 1,802,980</b>	<b>\$ 1,452,289</b>	<b>\$ 1,829,828</b>
<b>PERSONNEL SUMMARY</b>						
FULL-TIME POSITIONS						
	Managing Director of Infrastructure & Dev	0	0	0	0	0
	Director Public Works & Infrastructure	0.5	0.33	0.33	0.33	0
	Assistant Director, Public Works & Infrastructure	0	0	0	0	0
	Utilities Superintendent	1	1	1	1	1
	Utilities Supervisor	1	1	1	1	1
	Inspector	1	1	1	1	1
	Executive Assistant	1	1	1	1	1
	Utilities Worker III (Backflow)	3	3	3	3	1.5
	Backflow Operator	1	1	0		0
	Total Positions	8.5	8.33	7.33	7.33	5.5
<b>WATER OPERATIONS - 41</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
500-5-41-1000	EXEMPT SALARY	127,474	62,512	102,940	67,847	77,177
500-5-41-1010	REGULAR SALARIES-FULL TIME	178,101	154,000	252,653	181,250	216,340
500-5-41-1025	OVERTIME	12,225	9,928	9,134	3,446	7,563
500-5-41-1035	CERTIFICATION PAY	1,661	1,324	2,400	1,454	1,950
500-5-41-1060	HAZARD PAY				-	3,840
500-5-41-1200	PAYROLL TAXES FICA	23,874	16,277	28,085	18,956	23,475
500-5-41-1205	WORKERS COMP	17,529	7,299	6,423	-	4,585
500-5-41-1210	INSURANCE	39,590	24,664	52,598	21,685	40,481
500-5-41-1215	UNEMPLOYMENT CLAIMS	164	615	-	-	-
500-5-41-1220	T.M.R.S.	6,472	6,894	10,952	7,138	9,040
<b>TOTAL PERSONNEL</b>		<b>399,233</b>	<b>283,513</b>	<b>465,186</b>	<b>301,776</b>	<b>384,451</b>
<b>SUPPLIES</b>						
500-5-41-1300	UNIFORMS & CLOTHING	1,051	1,100	3,000	1,088	3,000
500-5-41-2006	CHEMICALS	2,373	1,500	3,500	2,866	3,500
500-5-41-2100	GASOLINE & FUEL	16,206	15,000	15,000	8,076	13,000
500-5-41-2127	WATER QUALITY MAILING	3,488	3,700	3,700	3,498	3,700
500-5-41-2151	HAND TOOLS	494	1,000	1,000	950	1,500
500-5-41-2156	OTHER SMALL EQUIPMENT	31	3,000	3,000	1,109	3,000
500-5-41-2170	SAFETY EQUIPMENT	4,302	5,000	2,744	693	2,744
<b>TOTAL SUPPLIES</b>		<b>27,945</b>	<b>30,300</b>	<b>31,944</b>	<b>18,280</b>	<b>30,444</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**  
**Water Operations**

<b>WATER OPERATIONS - 41(continued)</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>CONTRACTED SERVICES</b>						
500-5-41-3003	ENGINEERING SERVICES	-	-	30,000	-	20,000
500-5-41-3013	OTHER PROFESSIONAL SERVICES	27,500	-	-	-	-
500-5-41-3015	CITY WATER PURCHASES	956,363	960,000	1,100,000	949,648	1,200,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>983,863</b>	<b>960,000</b>	<b>1,130,000</b>	<b>949,648</b>	<b>1,220,000</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
500-5-41-3200	R & M STRUCTURES	314	4,500	4,500	-	4,500
500-5-41-3201	R & M SMALL EQUIPMENT	1,402	2,500	2,500	418	2,500
500-5-41-3202	R & M AUTO/TRUCK	12,873	5,500	5,500	1,508	4,500
500-5-41-3204	R & M WATER SYSTEM	74,908	50,000	60,000	32,765	40,000
500-5-41-3206	R & M HEAVY EQUIPMENT	1,173	2,000	4,000	3,889	4,000
500-5-41-3215	R & M STORAGE TANK	965	2,500	5,000	-	5,000
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>91,635</b>	<b>67,000</b>	<b>81,500</b>	<b>38,580</b>	<b>60,500</b>
<b>OPERATING</b>						
500-5-41-3302	ELECTRICITY	57,478	-	-	67,000	70,000
500-5-41-3400	FRANCHISE FEES	109,899	82,424	60,000	50,000	30,000
500-5-41-3500	CONFERENCE, TRAINING, & TRAVEL	3,460	3,000	3,000	20	2,083
500-5-41-3503	PRINTING, COPY, & PHOTO	700	750	750	433	750
500-5-41-3505	OPERATING EXPENSES	154	1,500	2,500	98	1,000
500-5-41-3506	DUES, SUBSCRIPTIONS, & PUB	1,277	600	600	462	600
500-5-41-3507	TRA LAB EXPENSE	3,433	4,000	4,000	4,816	5,000
<b>TOTAL OPERATING</b>		<b>180,526</b>	<b>92,274</b>	<b>70,850</b>	<b>122,829</b>	<b>109,433</b>
<b>DEPARTMENTAL</b>						
500-5-41-3531	RENTAL EQUIPMENT	1,498	1,500	1,500	1,514	3,000
500-5-41-3550	TCEQ FEES	18,114	22,000	22,000	19,662	22,000
<b>TOTAL DEPARTMENTAL</b>		<b>19,612</b>	<b>23,500</b>	<b>23,500</b>	<b>21,176</b>	<b>25,000</b>
<b>CAPITAL OUTLAY</b>						
500-5-41-5000	CAPITAL EXPENDITURES	-	45,000	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>45,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>USE OF FUND BALANCE</b>						
500-5-41-7999	DEPRECIATION EXPENSE	226,532	-	-	-	-
<b>TOTAL FUND BALANCE</b>		<b>226,532</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL WATER OPERATIONS</b>		<b>\$ 1,929,346</b>	<b>\$ 1,501,587</b>	<b>\$ 1,802,980</b>	<b>\$ 1,452,289</b>	<b>\$ 1,829,828</b>

**City of Glenn Heights, Texas**  
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# WASTEWATER OPERATIONS

## PURPOSE/MISSION STATEMENT

To protect the health, well-being, and quality of life of all customers and the public by providing safe high-quality wastewater treatment and quality control services and products for all City of Glenn Heights citizens and visitors.

## FY 2019-2020 ACCOMPLISHMENTS

Roaring Springs -Drainage

## PERFORMANCE MEASURES

PRODUCTIVITY INDICATORS				
INDICATORS	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED	2020-2021 APPROVED
Percent of lateral stoppage cleared within 24 hours of reporting	NM	TBD	TBD	100%
Percent of repairs completed within 48 hours of reporting	NM	TBD	TBD	100%

WORKLOAD MEASURES				
INDICATORS	2017-2018 ACTUAL	2018-2019 APPROVED	2019-2020 APPROVED	2020-2021 APPROVED
Wastewater line replacement (in lin. Ft.)	NM	TBD	TBD	TBD
Wastewater line repairs (in lin. Ft.)	NM	TBD	TBD	TBD
Number of manholes repaired/replaced	40	TBD	TBD	TBD

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



**WASTEWATER OPERATIONS**

**FY 2020-2021 WORKPLAN SUMMARY**

Develop a Wastewater Preventative Maintenance Program

**BUDGET HIGHLIGHTS**

Increase in Trinity River Authority Expenditures

**PERSONNEL SUMMARY**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
<b>Full-Time</b>				
Utility Worker I	3	3	3	1
Utility Worker III	0	0	0	.5
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1.5</b>

**Budget Summary**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Personnel	\$96,227	\$81,530	\$144,954	\$76,636
Supplies	\$5,763	\$8,650	\$9,654	\$12,029
Contracted Service	\$816,318	\$700,000	\$720,425	\$1,200,000
Repairs & Maintenance	\$22,311	\$37,500	\$36,000	\$46,000
Operating	\$129,447	\$97,018	\$92,233	\$31,300
Departmental	\$0	\$750	\$2,000	\$2,000
Debt Payments	\$1,300,542	\$1,900,000	\$2,767,641	\$1,750,000
Use of Fund Balance	\$122,815	\$0	\$0	\$0
<b>Total</b>	<b>\$2,493,423</b>	<b>\$2,825,448</b>	<b>\$3,772,907</b>	<b>\$3,116,965</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Wastewater**

<b>42-WASTEWATER OPERATIONS</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
PERSONNEL		\$ 96,227	\$ 81,530	\$ 144,954	\$ 145,091	\$ 75,636
SUPPLIES		5,763	8,650	9,654	5,012	12,029
CONTRACTED SERVICES		816,318	700,000	720,425	1,217,700	1,200,000
REPAIRS & MAINTENANCE		22,311	37,500	36,000	22,810	46,000
OPERATING		129,447	97,018	92,233	75,000	31,300
DEPARTMENTAL		-	750	2,000	-	2,000
DEBT PAYMENTS		1,300,542	1,900,000	2,767,641	2,325,818	1,750,000
CAPITAL OUTLAY		-	-	-	-	-
USE OF FUND BALANCE		122,815	-	-	-	-
<b>TOTAL WASTEWATER OPERATIONS</b>		<b>\$ 2,493,423</b>	<b>\$ 2,825,448</b>	<b>\$ 3,772,907</b>	<b>\$ 3,791,432</b>	<b>\$ 3,116,965</b>
<b>PERSONNEL SUMMARY</b>						
	FULL-TIME POSITIONS					
	Utility Worker III					0.5
	Utility Worker I	3	3	3	3	1
	Total Positions	3	3	3	3	1.5
<b>42-WASTEWATER OPERATIONS</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
500-5-42-1010	REGULAR SALARIES- FULL TIME	66,582	57,882	104,897	112,672	54,551
500-5-42-1020	REGULAR SALARIES-PART TIME	-	-	-	-	-
500-5-42-1025	OVERTIME	2,915	3,148	4,388	3,136	2,282
500-5-42-1035	CERTIFICATION PAY	-	-	900	-	450
500-5-42-1200	PAYROLL TAXES FICA	5,244	4,611	8,429	8,812	4,382
500-5-42-1205	WORKERS COMP	6,051	2,628	2,628	-	1,251
500-5-42-1210	INSURANCE	14,866	11,262	20,481	17,166	11,040
500-5-42-1220	T.M.R.S.	1,404	2,000	3,231	3,306	1,680
<b>TOTAL PERSONNEL</b>		<b>96,227</b>	<b>81,530</b>	<b>144,954</b>	<b>145,091</b>	<b>75,636</b>
<b>SUPPLIES</b>						
500-5-42-1300	UNIFORMS & CLOTHING	474	500	1,125	594	500
500-5-42-2006	CHEMICALS	-	3,000	3,000	-	5,000
500-5-42-2100	GASOLINE & FUEL	4,864	4,000	4,000	4,060	5,000
500-5-42-2151	HAND TOOLS	-	150	500	-	500
500-5-42-2170	SAFETY EQUIPMENT	425	1,000	1,029	359	1,029
<b>TOTAL SUPPLIES</b>		<b>5,763</b>	<b>8,650</b>	<b>9,654</b>	<b>5,012</b>	<b>12,029</b>
<b>CONTRACTED SERVICES</b>						
500-5-42-3015	TRA SEWAGE SYSTEM	816,318	700,000	720,425	1,217,700	1,200,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>816,318</b>	<b>700,000</b>	<b>720,425</b>	<b>1,217,700</b>	<b>1,200,000</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Wastewater**

<b>42-WASTEWATER OPERATIONS (continued)</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
500-5-42-3200	R & M STRUCTURES	-	6,500	10,000	-	10,000
500-5-42-3201	R & M SMALL EQUIPMENT	-	500	500	289	500
500-5-42-3202	R & M AUTO/TRUCK	667	4,000	4,000	1,361	4,000
500-5-42-3205	R & M SEWER SYSTEM	20,753	25,000	20,000	19,638	30,000
500-5-42-3206	R & M HEAVY EQUIPMENT	891	1,500	1,500	1,522	1,500
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>22,311</b>	<b>37,500</b>	<b>36,000</b>	<b>22,810</b>	<b>46,000</b>
<b>OPERATING</b>						
500-5-42-3300	CELL PHONES & WIRELESS CARDS	232	-	-		
500-5-42-3400	FRANCHISE FEES	128,690	96,518	90,000	75,000	30,000
500-5-42-3500	CONFERENCE, TRAINING, & TRAVEL	525	500	1,933	-	1,000
500-5-42-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	-	-	300	-	300
<b>TOTAL OPERATING</b>		<b>129,447</b>	<b>97,018</b>	<b>92,233</b>	<b>75,000</b>	<b>31,300</b>
<b>DEPARTMENTAL</b>						
500-5-42-3531	RENTAL EQUIPMENT	-	750	2,000	-	2,000
<b>TOTAL DEPARTMENTAL</b>		<b>-</b>	<b>750</b>	<b>2,000</b>	<b>-</b>	<b>2,000</b>
<b>DEBT PAYMENTS</b>						
500-5-42-4155	TRA DEBT SERVICE PAYMENTS	1,300,542	1,900,000	2,767,641	2,325,818	1,750,000
<b>TOTAL DEBT PAYMENTS</b>		<b>1,300,542</b>	<b>1,900,000</b>	<b>2,767,641</b>	<b>2,325,818</b>	<b>1,750,000</b>
<b>CAPITAL OUTLAY</b>						
500-5-42-5000	CAPITAL EXPENDITURES	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>USE OF FUND BALANCE</b>						
500-5-42-7999	DEPRECIATION EXPENSE	122,815	-	-	-	-
<b>TOTAL FUND BALANCE</b>		<b>122,815</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL WASTEWATER OPERATIONS</b>		<b>\$ 2,493,423</b>	<b>\$ 2,825,448</b>	<b>\$ 3,772,907</b>	<b>\$ 3,791,432</b>	<b>\$ 3,116,965</b>

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## **DRAINAGE FUND**

The Municipal Drainage system is an Enterprise Fund that is used for the purpose of identifying and controlling all revenues and expenses attributable to municipal drainage services and water quality enhancement related thereto.

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**STORMWATER**

**PURPOSE/MISSION STATEMENT**

The Stormwater Division is responsible for maintenance of the City's storm water drainage system. Service under this division include clearing and mowing public rights of way and maintenance of the storm drainage system.

<b>FY 2019-2020 ACCOMPLISHMENTS</b>
Staff worked abatements to maintain to address clean-up issues around the City.

**PERFORMANCE MEASURES**

<b>PRODUCTIVITY INDICATORS</b>				
<b>INDICATORS</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Percent of drains cleaned within 24 hours of detection	NM	TBD	TBD	100%
Percent of R.O.W mowed within 14 days	NM	TBD	TBD	85%
Percent of Storm water sample test contaminant free	NM	TBD	TBD	NA

**City of Glenn Heights, Texas**  
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**STORMWATER**

**FY 2020-2021 WORKPLAN SUMMARY**

Continue to operate in times of pandemic.

**BUDGET HIGHLIGHTS**

Provide support to other departments as needed.

**PERSONNEL SUMMARY**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
<b>Full-Time</b>				
Director of Public Works	0.5	0.33	0.33	0
Field Supervisor	1	1	1	1
Wastewater Utility Worker I	1	1	1	1
Groundskeeper	3	5	3	2
<b>Part-Time</b>				
Litter Crew	2	0	0	0
Groundskeeper	2	0	0	0
<b>Total Positions</b>	<b>9.5</b>	<b>7.33</b>	<b>5.33</b>	<b>4</b>

**Budget Summary**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 APPROVED</b>	<b>2020-2021 APPROVED</b>
Personnel	\$152,406	\$208,505	\$280,370	\$196,200
Supplies	\$5,880	\$12,000	\$15,558	\$15,558
Contracted Service	\$1,247	\$150	\$150	\$150
Repairs & Maintenance	\$12,601	\$23,900	\$16,900	\$51,400
Operating	\$835	\$2,450	\$2,450	\$2,450
Departmental	\$0	\$2,400	\$500	\$500
Use of Fund Balance	\$48,761	\$0	\$0	\$0
Capital Outlay	\$0	\$64,215	\$0	\$0
<b>Total</b>	<b>\$221,730</b>	<b>\$313,620</b>	<b>\$315,928</b>	<b>\$266,258</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Stormwater**

<b>STORM WATER-46</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
	PERSONNEL	\$ 152,406	\$ 208,505	\$ 280,370	\$ 264,694	\$ 196,200
	SUPPLIES	\$ 5,880	\$ 12,000	\$ 15,558	\$ 5,411	\$ 15,558
	CONTRACTED SERVICES	\$ 1,247	\$ 150	\$ 150	\$ -	\$ 150
	REPAIRS & MAINTENANCE	\$ 12,601	\$ 23,900	\$ 16,900	\$ 18,559	\$ 51,400
	OPERATING	\$ 835	\$ 2,450	\$ 2,450	\$ -	\$ 2,450
	DEPARTMENTAL	\$ -	\$ 2,400	\$ 500	\$ -	\$ 500
	CAPITAL OUTLAY	\$ -	\$ 64,215	\$ -	\$ -	\$ -
	USE OF FUND BALANCE	\$ 48,761				
<b>TOTAL STORM WATER</b>		<b>\$ 221,730</b>	<b>\$ 313,620</b>	<b>\$ 315,928</b>	<b>\$ 288,664</b>	<b>\$ 266,258</b>

**PERSONNEL SUMMARY**

<b>FULL-TIME POSITIONS</b>						
	Director, Pubic Works	0.5	0.33	0.33	0.33	0
	Field Supervisor	1	1	1	1	1
	Utility Worker	1	1	1	1	1
	Groundkeepers	3	5	3	3	2
<b>PART-TIME POSITIONS</b>						
	Litter Crew	2	0	0	0	0
	Groundkeepers	2	0	0	0	0
	Intern	0	0	0	0	0
	<b>Total Positions</b>	<b>9.5</b>	<b>7.33</b>	<b>5.33</b>	<b>5.33</b>	<b>4</b>

<b>STORM WATER-46</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>PERSONNEL</b>						
550-5-46-1000	EXEMPT SALARY	15,533	32,000	33,664	41,560	-
550-5-46-1010	REGULAR SALARIES- FULL TIME	64,554	126,000	175,720	165,621	145,040
550-5-46-1020	REGULAR SALARIES-PART TIME	28,603	-	-	-	-
550-5-46-1025	OVERTIME	2,242	4,747	2,793	3,797	2,622
550-5-46-1035	CERTIFICATION PAY	-	-	-	-	-
550-5-46-1200	PAYROLL TAXES FICA	8,181	11,295	16,231	15,699	11,296
550-5-46-1205	WORKERS COMP	14,953	6,423	4,671	-	3,335
550-5-46-1210	INSURANCE	19,598	23,413	40,843	31,956	29,441
550-5-46-1220	T.M.R.S.	1,806	4,627	6,449	6,061	4,467
<b>TOTAL PERSONNEL</b>		<b>152,406</b>	<b>208,505</b>	<b>280,370</b>	<b>264,694</b>	<b>196,200</b>

**SUPPLIES**

550-5-46-1300	UNIFORMS & CLOTHING	168	1,500	2,000	1,572	2,000
550-5-46-2008	COMMUNITY CLEAN-UP EVENT	74	500	2,500	-	2,500
550-5-46-2100	GASOLINE & FUEL	5,376	6,000	6,000	3,390	6,000
550-5-46-2125	POSTAGE	-	2,000	2,000	17	2,000
550-5-46-2151	HAND TOOLS	5	500	500	-	500
550-5-46-2170	SAFETY EQUIPMENT	-	1,000	2,058	432	2,058
550-5-46-2330	EDUCATIONAL MATERIALS	257	500	500	-	500
<b>TOTAL SUPPLIES</b>		<b>5,880</b>	<b>12,000</b>	<b>15,558</b>	<b>5,411</b>	<b>15,558</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Stormwater**

<b>STORM WATER-46(continued)</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
550-5-46-3013	OTHER PROFESSIONAL SERVICES	-	-	-	-	-
550-5-46-3050	STREET SWEEPING	-	-	-	-	-
550-5-46-3051	HOUSEHOLD HAZARDOUS WASTE	1,247	150	150	-	150
<b>TOTAL CONTRACTED SERVICES</b>		<b>1,247</b>	<b>150</b>	<b>150</b>	<b>-</b>	<b>150</b>
<b>REPAIRS &amp; MAINTENANCE</b>						
550-5-46-3201	R & M SMALL EQUIPMENT	1,768	500	1,000	758	1,000
550-5-46-3202	R & M AUTO/TRUCK	386	2,500	2,500	312	2,500
550-5-46-3206	R & M HEAVY EQUIPMENT	8,046	2,400	2,400	2,717	2,400
550-5-46-3210	R & M SIGNS & MARKINGS	30	500	500	-	500
550-5-46-3212	KINGSTON MEADOWS DRAINAGE	-	10,000	7,500	10,619	10,000
550-5-46-3213	GATEWAY DRAINAGE	-	3,000	3,000	3,626	5,000
550-5-46-3245	R & M STORM WATER SYSTEM	2,371	5,000	-	528	30,000
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>12,601</b>	<b>23,900</b>	<b>16,900</b>	<b>18,559</b>	<b>51,400</b>
<b>OPERATING</b>						
550-5-46-3300	CELL PHONES & WIRELESS	835	-	-	-	-
550-5-46-3500	CONFERENCE, TRAINING, & TRAVEL	-	750	750	-	750
550-5-46-3503	PRINTING, COPY, & PHOTO	-	200	200	-	200
550-5-46-3506	DUES, SUBSCRIPTIONS, & PUBLICATIONS	-	-	-	-	-
550-5-46-3508	CITY NEWSLETTER	-	1,500	1,500	-	1,500
<b>TOTAL OPERATING</b>		<b>835</b>	<b>2,450</b>	<b>2,450</b>	<b>-</b>	<b>2,450</b>
<b>DEPARTMENTAL</b>						
550-5-46-3580	TIRE BATTERY FLUID DISPOSAL	-	1,800	500	-	500
550-5-46-3590	MANHOLE REHABILITATION	-	600	-	-	-
<b>TOTAL DEPARTMENTAL</b>		<b>-</b>	<b>2,400</b>	<b>500</b>	<b>-</b>	<b>500</b>
<b>CAPITAL OUTLAY</b>						
550-5-46-5000	CAPITAL EXPENDITURES	-	64,215	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>64,215</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>USE OF FUND BALANCE</b>						
550-5-46-7999	DEPRECIATION EXPENSE	48,761	-	-	-	-
<b>USE OF FUND BALANCE</b>		<b>48,761</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL STORM WATER</b>		<b>\$ 221,730</b>	<b>\$ 313,620</b>	<b>\$ 315,928</b>	<b>\$ 288,664</b>	<b>\$ 266,258</b>

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**City of Glenn Heights, Texas  
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## **DEBT SERVICE FUND**

The Debt Service Fund is used to account for ad valorem taxes assessed for the payment of principal and interest on long-term bond debt of the City's governmental funds.

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Debt**

	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2018-2019 APPROVED</b>	<b>2019-2020 AMENDED</b>	<b>2020-2021 APPROVED</b>
<b>I&amp;S Tax Rate/\$100 Valuation</b>	0.214612	0.215740	0.184129	0.184129	0.163342
<b>Taxable Valuation</b>	<b>\$ 587,783,231</b>	<b>\$ 660,012,306</b>	<b>\$ 786,525,022</b>	<b>\$ 786,525,022</b>	<b>\$ 888,057,294</b>
<b>REVENUE</b>					
<b>PROPERTY TAXES</b>					
Current Ad Valorem Taxes	1,266,601	1,626,428	1,448,221	1,417,604	1,450,571
Delinquent Ad Valorem Taxes	21,120	18,525	19,390	71,783	20,000
Penalties & Interest	4,929	9,097	7,708	5,020	5,000
<b>TOTAL PROPERTY TAXES</b>	<b>1,292,650</b>	<b>1,654,050</b>	<b>1,475,318</b>	<b>1,494,407</b>	<b>1,475,571</b>
<b>INTEREST</b>					
Interest Income	91	-	-	51	
<b>TOTAL REVENUES</b>	<b>1,292,741</b>	<b>1,654,050</b>	<b>1,475,318</b>	<b>1,494,458</b>	<b>1,475,571</b>
<b>EXPENDITURES</b>					
<b>BOND PRINCIPAL</b>					
2003 CO Bonds	70,000	-	-		
2006 CO Bonds	200,000	210,000	220,000	220,000	225,000
2008 CO Bonds	100,000	105,000	105,000	105,000	110,000
2015 CO Bonds	25,000	100,000	110,000	110,000	-
2016 GO Bonds	245,000	275,000	300,000	300,000	460,000
SIB LOAN	-	133,888	137,235	137,235	140,666
<b>TOTAL BOND PRINCIPAL</b>	<b>640,000</b>	<b>823,888</b>	<b>872,235</b>	<b>872,235</b>	<b>935,666</b>
<b>BOND INTEREST</b>					
2003 CO Bonds	3,289	-	-		
2006 CO Bonds	31,710	23,100	14,070	14,070	4,725
2008 CO Bonds	51,880	47,773	43,531	43,531	39,188
2015 CO Bonds	15,820	14,339	11,850	11,850	10,547
2016 GO Bonds	492,025	484,225	474,100	474,100	456,600
SIB LOAN		35,826	32,437	32,437	28,963
<b>TOTAL BOND INTEREST</b>	<b>594,723</b>	<b>605,263</b>	<b>575,988</b>	<b>575,988</b>	<b>540,023</b>
<b>CONTRACTED SERVICES</b>					
Fiscal Agent Fees	6,200	3,250	3,250	5,450	
<b>TOTAL CONTRACTED SERVICES</b>	<b>6,200</b>	<b>3,250</b>	<b>3,250</b>	<b>5,450</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,240,923</b>	<b>\$1,432,401</b>	<b>\$1,451,474</b>	<b>\$1,453,674</b>	<b>\$1,475,689</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$51,818</b>	<b>\$221,649</b>	<b>\$23,845</b>	<b>\$40,784</b>	<b>(\$119)</b>
<b>OTHER FINANCIING SOURCES (USES)</b>					
Transfers In (Out)					
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$51,818</b>	<b>\$221,649</b>	<b>\$23,845</b>	<b>\$40,784</b>	<b>(\$119)</b>
<b>RESTRICTED FUND BALANCE - OCTOBER 1</b>	72,206	124,024	345,673	369,517	410,301
<b>RESTRICTED FUND BALANCE - SEPTEMBER</b>	<b>\$124,024</b>	<b>\$345,673</b>	<b>\$369,517</b>	<b>410,301</b>	<b>\$410,183</b>

**Maturity Dates for Bonds**

- \*2006 CO Bond-September 30, 2021
- \*2008 CO Bond-September 30, 2028
- \*2015 CO Bond-September 30,2025
- \*2016 GO Bond-September 30, 2036
- \*SIB Loan-October 2, 2027

**FISCAL YEAR 2020-2021 APPROVED BUDGET  
FY 20-21 DEBT SCHEDULE**

<b>2020/2021 DEBT PAYMENT SCHEDULE</b>		
<b>DEBT SERVICE FUND</b>		
	<b>Interest</b>	<b>Principal</b>
2006 Bond	4,725.00	225,000.00
2008 Bond	20,705.00	110,000.00
	18,483.00	
2015 CO Bond	5,273.25	-
	5,273.25	
2016 GO Bond	234,050.00	460,000.00
	222,550.00	
SIB Loan	15,360.96	140,666.23
	13,602.63	
TOTALS FOR INTEREST/PRINCIPAL	540,023.09	935,666.23
	<b>TOTAL PAYMENTS FROM DEBT SERVICE 2020/2021</b>	<b>1,475,689.32</b>
<b>WATER FUND</b>		
	<b>Interest</b>	<b>Principal</b>
2010 Bond	1,875.00	120,000.00
TOTALS FOR INTEREST/PRINCIPAL	1,875.00	120,000.00
	<b>TOTAL PAYMENTS FROM WATER 2020/2021</b>	<b>121,875.00</b>

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**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



## **SPECIAL REVENUE FUND**

The City's Special Revenue Funds are used to account for specific revenue sources that are restricted or committed to specific purposes.

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Court Technology**

	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
<b>REVENUES</b>					
COURT TECHNOLOGY FEES	2,622	3,113	3,551	3,092	3,000
<b>TOTAL REVENUES</b>	<b>\$ 2,622</b>	<b>\$ 3,113</b>	<b>\$ 3,551</b>	<b>\$ 3,092</b>	<b>\$ 3,000</b>
<b>FUND EXPENDITURES</b>					
CONTRACTED SERVICES	2,402	2,243	-	-	-
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ 2,402</b>	<b>\$ 2,243</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 220</b>	<b>\$ 870</b>	<b>\$ 3,551</b>	<b>\$ 3,092</b>	<b>\$ 3,000</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 220</b>	<b>\$ 870</b>	<b>\$ 3,551</b>	<b>\$ 3,092</b>	<b>\$ 3,000</b>
RESTRICTED FUND BALANCE, OCT 1	\$ (729)	\$ (509)	\$ 361	\$ 361	\$ 3,453
<b>RESTRICTED FUND BALANCE, SEP 30</b>	<b>\$ (509)</b>	<b>\$ 361</b>	<b>\$ 3,912</b>	<b>\$ 3,453</b>	<b>\$ 6,453</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Court Security**

	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
<b>REVENUES</b>					
COURT SECURITY FEES	1,967	2,783	2,812	3,020	2,812
INTEREST	332	449			
<b>TOTAL REVENUES</b>	\$ 2,299	\$ 3,232	\$ 2,812	\$ 3,020	\$ 2,812
<b>FUND EXPENDITURES</b>					
CONTRACTED SERVICES	-	-	-	-	-
<b>TOTAL FUND EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	\$ 2,299	\$ 3,232	\$ 2,812	\$ 3,020	\$ 2,812
<b>NET CHANGE IN FUND BALANCE</b>	\$ 2,299	\$ 3,232	\$ 2,812	\$ 3,020	\$ 2,812
RESTRICTED FUND BALANCE, OCT 1	\$ 34,330	\$ 36,629	\$ 39,861	\$ 42,673	\$ 45,694
RESTRICTED <sup>1</sup> FUND BALANCE, SEP 30	\$ 36,629	\$ 39,861	\$ 42,673	\$ 45,694	\$ 48,506

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**E 911**

911 Fund	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED	2020-2021 APPROVED
<b>REVENUES</b>					
911 WIRELESS FEES	59,222	54,425	60,000	49,880	50,000
911 LANDLINE FEES	15,679	10,125	12,000	22,719	20,000
INTEREST	11	15	15	6	
MISC GRANT ACCOUNT	(306)	(357)	-	(306)	-
<b>TOTAL REVENUES</b>	<b>\$ 74,606</b>	<b>\$ 64,208</b>	<b>\$ 72,015</b>	<b>\$ 72,298</b>	<b>\$ 70,000</b>
<b>FUND EXPENDITURES</b>					
CAPITAL OUTLAY	-	-	-	-	300,000
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 74,606</b>	<b>\$ 64,208</b>	<b>\$ 72,015</b>	<b>\$ 72,298</b>	<b>\$ (230,000)</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
TRANSFERS IN (OUT) <sup>1</sup>	(33,000)	(33,000)	(33,000)	(33,000)	33,000
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(33,000)</b>	<b>(33,000)</b>	<b>(33,000)</b>	<b>(33,000)</b>	<b>33,000</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 41,606</b>	<b>\$ 31,208</b>	<b>\$ 39,015</b>	<b>\$ 39,298</b>	<b>\$ (197,000)</b>
RESTRICTED FUND BALANCE, OCT 1	\$ 92,826	\$ 134,432	\$ 165,640	\$ 204,655	\$ 243,953
<b>RESTRICTED<sup>2</sup> FUND BALANCE, SEP 30</b>	<b>\$ 134,432</b>	<b>\$ 165,640</b>	<b>\$ 204,655</b>	<b>\$ 243,953</b>	<b>\$ 46,953</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Grant Funds**

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED	2020-2021 APPROVED
<b>REVENUES</b>					
POLICE DEPARTMENT	1,785	-	-	2,132	1,367
<b>TOTAL FUND REVENUES</b>	\$ 1,785	\$ -	\$ -	\$ 2,132	\$ 1,367
<b>FUND EXPENDITURES</b>					
CONTRACTED SERVICES	-	3,875	-	-	-
OPERATING	-	1,500	-	-	-
CAPITAL OUTLAY	1,534	-	-	-	-
<b>TOTAL FUND EXPENDITURES</b>	\$ 1,534	\$ 5,375	\$ -	\$ -	\$ -
<b>OTHER FINANCING SOURCES (USES)</b>					
OPERATING GRANT PROCEEDS					
CJD Grant (BVP)	3,875	-	-	-	-
TLEOSE Grant	1,623	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	5,498	-	-	-	-
REVENUES OVER (UNDER) EXPENDITURES	\$ 251	\$ (5,375)	\$ -	\$ 2,132	\$ 1,367
<b>NET CHANGE IN FUND BALANCE</b>	\$ 5,749	\$ (5,375)	\$ -	\$ 2,132	\$ 1,367
RESTRICTED FUND BALANCE, OCT 1	\$ 1,739	\$ 7,488	\$ 2,113	\$ 2,113	\$ 4,245
<b>RESTRICTED FUND BALANCE, SEP 30</b>	\$ 7,488	\$ 2,113	\$ 2,113	\$ 4,245	\$ 5,612

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Park Fee**

	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>REVENUES</b>					
CITY-WIDE PARK FEES	317,033	160,062	215,682	172,422	175,000
INTEREST	975	706	785	861	750
<b>TOTAL REVENUES</b>	<b>\$ 318,008</b>	<b>\$ 160,768</b>	<b>\$ 216,467</b>	<b>\$ 173,283</b>	<b>\$ 175,750</b>
<b>FUND EXPENDITURES</b>					
CAPITAL OUTLAY	30,583	5,000	586,000	210,000	470,000
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ 30,583</b>	<b>\$ 5,000</b>	<b>\$ 586,000</b>	<b>\$ 210,000</b>	<b>\$ 470,000</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 287,425</b>	<b>\$ 155,768</b>	<b>\$ (369,533)</b>	<b>\$ (36,717)</b>	<b>\$ (294,250)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 287,425</b>	<b>\$ 155,768</b>	<b>\$ (369,533)</b>	<b>\$ (36,717)</b>	<b>\$ (294,250)</b>
RESTRICTED FUND BALANCE, OCT 1	\$ 369,835	\$ 657,260	\$ 813,028	\$ 443,496	\$ 406,779
<b>RESTRICTED FUND BALANCE, SEP 30</b>	<b>\$ 657,260</b>	<b>\$ 813,028</b>	<b>\$ 443,496</b>	<b>\$ 406,779</b>	<b>\$ 112,529</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Street Impact Fees**

	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
<b>REVENUES</b>					
ROAD IMPACT	512,123	332,168	447,593	356,535	386,000
STREET IMPACT FEES	-	-	-		
INTEREST	892	859	872	1,713	1,500
<b>TOTAL REVENUES</b>	<b>\$ 513,015</b>	<b>\$ 333,027</b>	<b>\$ 448,465</b>	<b>\$ 358,248</b>	<b>\$ 387,500</b>
<b>FUND EXPENDITURES</b>					
CONTRACTED SERVICES	-	289,237	12,000	180,000	1,000,000
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 289,237</b>	<b>\$ 12,000</b>	<b>\$ 180,000</b>	<b>\$ 1,000,000</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 513,015</b>	<b>\$ 43,790</b>	<b>\$ 436,465</b>	<b>\$ 178,248</b>	<b>\$ (612,500)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 513,015</b>	<b>\$ 43,790</b>	<b>\$ 436,465</b>	<b>\$ 178,248</b>	<b>\$ (612,500)</b>
RESTRICTED FUND BALANCE, OCT 1	\$ 815,855	\$ 1,328,870	\$ 1,372,660	\$ 1,809,124	\$ 1,987,372
<b>RESTRICTED FUND BALANCE, SEP 30</b>	<b>\$ 1,328,870</b>	<b>\$ 1,372,660</b>	<b>\$ 1,809,124</b>	<b>\$ 1,987,372</b>	<b>\$ 1,374,872</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Water Sewer Impact**

	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
	ACTUAL	ACTUAL	APPROVED	AMENDED	APPROVED
<b>REVENUES</b>					
WATER IMPACT FEES	164,219	137,203	184,879	148,327	150,000
SEWER IMPACT FEES	562,573	526,016	708,802	563,633	600,000
INTEREST	2,003	1,172	1,330	1,874	
<b>TOTAL REVENUES</b>	<b>\$ 728,795</b>	<b>\$ 664,391</b>	<b>\$ 895,011</b>	<b>\$ 713,834</b>	<b>\$ 750,000</b>
<b>FUND EXPENDITURES</b>					
CONTRACTED SERVICES	-	32,200	1,645,000		1,220,000
OPERATING	-	-	-	-	-
DEBT PAYMENTS*	-	-	-	114,352	500,000
CAPITAL OUTLAY	171,528	-	-	212	-
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ 171,528</b>	<b>\$ 32,200</b>	<b>\$ 1,645,000</b>	<b>\$ 114,564</b>	<b>\$ 1,720,000</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 557,267</b>	<b>\$ 632,191</b>	<b>\$ (749,989)</b>	<b>\$ 599,270</b>	<b>\$ (970,000)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 557,267</b>	<b>\$ 632,191</b>	<b>\$ (749,989)</b>	<b>\$ 599,270</b>	<b>\$ (970,000)</b>
RESTRICTED FUND BALANCE, OCT 1	\$ 935,873	\$ 1,493,140	\$ 2,125,331	\$ 1,375,343	\$ 1,974,613
Reclassify from Street Impact Fee Fund					
<b>RESTRICTED FUND BALANCE, SEP 30</b>	<b>\$ 1,493,140</b>	<b>\$ 2,125,331</b>	<b>\$ 1,375,343</b>	<b>\$ 1,974,613</b>	<b>\$ 1,004,613</b>

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Vehicle Fund**

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED	2020-2021 APPROVED
<b>REVENUES</b>	-	-	-	-	-
<b>TOTAL REVENUES</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUND EXPENDITURES</b>					
CAPITAL OUTLAY	97,799	200,304	110,000	74,000	100,000
<b>TOTAL FUND EXPENDITURES</b>	\$ 97,799	\$ 200,304	\$ 110,000	\$ 74,000	\$ 100,000
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	\$ (97,799)	\$ (200,304)	\$ (110,000)	\$ (74,000)	\$ (100,000)
<b>OTHER FINANCING SOURCES (USES)</b>					
TRANSFERS IN (OUT)					
Transfer from General Fund	100,000	200,000	250,000	289,994	250,000
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	100,000	200,000	250,000	289,994	250,000
<b>NET CHANGE IN FUND BALANCE</b>	\$ 2,201	\$ (304)	\$ 140,000	\$ 215,994	\$ 150,000
RESTRICTED FUND BALANCE, OCT 1	\$ (625)	\$ 1,576	\$ 1,272	\$ 141,272	\$ 357,266
<b>RESTRICTED FUND BALANCE, SEP 30</b>	\$ 1,576	\$ 1,272	\$ 141,272	\$ 357,266	\$ 507,266

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Disaster Recovery**

	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>AMENDED</b>	<b>APPROVED</b>
<b>REVENUES</b>					
407-4-00-4808 DISASTER DONATIONS	-	-	-	-	-
407-4-00-4914 FEMA REIMBURSE	-	-	-	-	-
<b>TOTAL REVENUES</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUND EXPENDITURES</b>					
REPAIRS & MAINTENANCE	-	-	-	-	-
<b>TOTAL FUND EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>OTHER FINANCING SOURCES (USES)</b>					
TRANSFERS IN (OUT)			-	-	-
Transfer To General Fund		(154,026)	-	-	-
Transfer To Water Sewer Fund	(300,000)	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	(300,000)	(154,026)	-	-	-
<b>NET CHANGE IN FUND BALANCE</b>	\$ (300,000)	\$ (154,026)	\$ -	\$ -	\$ -
RESTRICTED FUND BALANCE, OCT 1	\$ 454,026	154,026	-	-	-
<b>RESTRICTED FUND BALANCE, SEP 30</b>	\$ 154,026	\$ -	\$ -	\$ -	\$ -

**City of Glenn Heights, Texas  
Fiscal Year 2020-2021 Annual Budget**



## **CAPITAL IMPROVEMENT FUND**

The Capital Improvement Fund is intended to fund permanent additions and construction of buildings, purchase of land & facilities, or major renovations at the same time.

Num.	Project	Description	Project Status	Proposed Completion	Anticipated Project Expenditure	Funding Source
<b>Pedestrian Improvements</b>						
Pedestrian Pathway Projects to Possibly Include the Following :						
1	Sidewalk Installation	Install 4,500 linear feet of sidewalk - Hampton Road from Milas to Bear Creek Rd and just south of Craddock to Palladium Access Road	Sidewalk installation will impede drainage flow and create significant cost increase in budget to mitigate	Project Terminated Due to Cost	\$0	Capital Projects Fund
2	Intersection improvement at Heritage Park and Bear Creek Rd.	Installation of push-button controlled, yellow caution traffic signal on both sides of the road at Heritage Park	Completed			
3	Pedestrian Signage	Installation of 20 solar-powered, illuminated, pedestrian caution signs along sections of city's main vehicular/pedestrian travel routes - Bear Creek and Hampton Roads	Completed			
4	LED Street Lights	Installation of 43 LED Street Lights along Bear Creek Rd	Documents executed	Mid-September 2020	\$15,000 (FY20)	General Fund Streets
<b>Subtotal - Pedestrian Improvements</b>					<b>\$0</b>	
<b>Gateway/Beautification Improvements</b>						
Gateway/Beautification Projects to Possibly Include the Following :						
5	Median Irrigation	Installation of irrigation systems for landscaped medians at Hampton and Bear Creek Rds. intersection	Obtaining utility locates to determine the appropriate location of the water service	November 29, 2019	\$5,000	Water Fund
6	Gateway Improvements	Installation of an Electronic Monument Sign	Staff will present options for Council consideration regarding the type of sign and sign location.	October 18, 2019	\$70,000	General Fund Streets & Capital Projects Fund
<b>Subtotal Gateway/Beautification Improvements</b>					<b>\$75,000</b>	
<b>Parks Improvements</b>						
Parks Projects to Possibly Include the Following:						
7	Heritage Park Irrigation	Expansion/repair of existing irrigation system at Heritage Park	Staff is obtaining final quotes	September 30, 2019	\$20,000	*Park Fee Fund
8	Parking lot at Heritage Park	Increase parking area, install asphalt overlay and stripe parking lot at Heritage Park	Staff will pave parking lot beginning Week of August 10, 2020	September 1, 2020	\$150,000 (FY20)	*Park Fee Fund
10	Heritage Park Concession Stand	Repair/Renovation of Heritage Park Concession stand	Completed			
11	Heritage Park Restrooms	Repair/Renovation of Heritage Park Restroom	Completed			
12	Parks Master Plan	Parks Master Plan Study	Completed			
13	Parks Master Plan Implementation	Begin Implementation of Parks Master Plan	Not started	TBD	\$450,000	*Park Fee Fund
<b>Subtotal Parks Improvements</b>					<b>\$470,000</b>	

Num.	Project	Description	Project Status	Proposed Completion	Anticipated Project Expenditure	Funding Source
<b>Road Improvements</b>						
Road Projects to Possibly Include the Following :						
13	City wide Road Improvements	Milling and installation of new asphalt overlay at damaged sections, roads to possibly include:	Staff is negotiating terms and services of Engineering contract for design services for paving and utilities	TBD	\$1,500,000	2016 GO Bond-Road Improvements
		Monica Court				
		Rose Way				
		Glenn Road				
		West Court				
		Apache Drive				
		Tejas Court				
		Mesa Drive				
		Verde Road				
		Dynasty Court				
		Mesa Wood Drive				
		Mesa Drive				
		Pebblebrook				
Mountain View						
Windsor						
14	Patch, overlay, and stripe Bear Creek Rd from I35 to Cockrell Hill Rd	Milling and installation of new asphalt overlay at damaged sections of Bear Creek. Restripe road, including new more pedestrian friendly crosswalk at Heritage Park	Completed			2016 Go Bond-Road Improvements
15	Patch and overlay Uhl Road from Greenmound Rd to Bear Creek	Milling and installation of new asphalt overlay at damaged sections of Uhl Rd.	Completed			Street Impact Fund
16	Drainage System Improvements	Dredging of drainage channels, and culvert and manhole improvements	New Project	TBD	\$20,000	Drainage Fund
17	Hampton Road Bridge Project	Replacement of bridge on South Hampton Rd. with new bridge.	Interlocal Agreements approved, awaiting construction	TBD	\$37,000(FY20)	Street Impact Fund
	Bear Creek Road Expansion	Expand Bear Creek Road to Complete Street 4 Lane Road	Discussions with NTCOG, TXDOT and Dallas County	TBD	\$5,000,000	2016 GO Bond-Road Improvements
	TXDOT Loop 9	Installation of B Section of Loop 9 Project - ROW acquisition	Discussions with TXDOT	TBD	\$2,000,000	2016 GO Bond-Road Improvements/Street Impact Fund
<b>Subtotal Road Improvements</b>					<b>\$8,520,000</b>	
<b>Water/Sewer/Drainage System Improvements</b>						
Water/Sewer Projects to Possibly Include the Following :						
19	Kingston Meadows Lift Station Improvement	Connect Kingston Meadows Lift Station to SCADA System	Completed			Water/Sewer Fund
20	Pump Station Improvements	Emergency Generator NW Pump Station w/ Installation; New Water System pumps/motors	Staff is negotiating terms and services of Engineering contract for Pump Station Improvements	TBD	\$100,000	*Water/Sewer Impact Fund
21	Impact Fee Update	Review Water, Sewer, and Drainage Impact fee for public facilities maintenance and expansion	Staff is obtaining final proposals	TBD	\$25,000	*Water/Sewer Impact Fund
22	Mesa Area Water Line Improvements	Upgrade water distribution system in Mesa Subdivision in conjunction with Road Repair Projects	Staff is negotiating terms and services of Engineering contract for design services	TBD	\$1,000,000	*Water/Sewer Impact Fund
23	Water Storage Tank Rehabilitation	Rehabilitation of Water Storage Tanks to increase water storage capacity	Planning Stage	TBD	\$100,000	*Water/Sewer Impact Fund
24	Meadow Springs Drainage Improvement	Correct Drainage deficiency from original development.	Completed			Capital Projects Fund
<b>Subtotal Water/Sewer System Improvements</b>					<b>\$1,225,000</b>	

FISCAL YEAR 2020-2021 APPROVED BUDGET  
Capital Projects 1

Num.	Project	Description	Project Status	Proposed Completion	Anticipated Project Expenditure	Funding Source
<b>Facilities Improvements</b>						
Facilities Projects to Possibly Include the Following :						
23	Construction of City Facilities	Construction of new Public Safety, City Hall, Recreation Center, and rehabilitation/establishment of Community Center	Senior/Comm. Center Completed Completion of Design Phase for the City Center Project	TBD	\$12,969,486	*2015 CO Bond Fund
						Capital Projects Fund
						*2016 GO Bond Fund-Public Safety
						*2016 GO Bond Fund-Comm/Rec Center
						Capital Projects Fund
*Capital Projects Fund-Loan						
25	Animal Shelter	Construction of a Animal Shelter and associated infrastructure improvements	Not Started	TBD	\$500,000	Capital Projects Fund
<b>Subtotal Facilities Improvements</b>					<b>\$13,469,486</b>	
<b>All Projects Total</b>					<b>\$23,759,486</b>	

\* Project Funding Source is Restricted

**FISCAL YEAR 2020-2021 APPROVED BUDGET**

**Capital Projects Fund**

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED	2020-2021 APPROVED
<b>REVENUES</b>					
T.R.I.P PROJECT REIMBURSEMENT	204,173	-	210,000	751,017	181,000
LOAN PROCEEDS		-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 204,173</b>	<b>\$ -</b>	<b>\$ 210,000</b>	<b>\$ 751,017</b>	<b>\$ 181,000</b>
<b>FUND EXPENDITURES</b>					
CONTRACTED SERVICES	-	-	3,387,636	74,205	3,000,000
OPERATING	-	-			
CAPITAL OUTLAY	-	-			
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,387,636</b>	<b>\$ 74,205</b>	<b>\$ 3,000,000</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 204,173</b>	<b>\$ -</b>	<b>\$ (3,177,636)</b>	<b>\$ 676,812</b>	<b>\$ (2,819,000)</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
<b>TRANSFERS IN (OUT)</b>					
Transfer from Water Sewer Fund	-	-	-	-	-
Transfer From General Fund	453,400	-	-	-	-
Transfer From Drainage Fund	-	-	-	-	-
Reserved for Street Projects	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>453,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 657,573</b>	<b>\$ -</b>	<b>\$ (3,177,636)</b>	<b>\$ 676,812</b>	<b>\$ (2,819,000)</b>
RESTRICTED FUND BALANCE, OCT 1	\$ 4,899,236	\$ 5,556,809	\$ 5,556,809	\$ 2,379,173	\$ 3,055,985
<b>RESTRICTED FUND BALANCE, SEP 30</b>	<b>\$ 5,556,809</b>	<b>\$ 5,556,809</b>	<b>\$ 2,379,173</b>	<b>\$ 3,055,985</b>	<b>\$ 236,985</b>

FISCAL YEAR 2020-2021 APPROVED BUDGET  
2006 Bond

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED	2020-2021 APPROVED
<b>REVENUES</b>					
INTEREST INCOME	2,850	434	-	6	-
<b>TOTAL REVENUES</b>	<b>\$ 2,850</b>	<b>\$ 434</b>	<b>\$ -</b>	<b>\$ 6</b>	<b>\$ -</b>
<b>FUND EXPENDITURES</b>					
CAPITAL OUTLAY	-	-	18,644		6
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,644</b>	<b>\$ -</b>	<b>\$ 6</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 2,850</b>	<b>\$ 434</b>	<b>\$ (18,644)</b>	<b>\$ 6</b>	<b>\$ (6)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 2,850</b>	<b>\$ 434</b>	<b>\$ (18,644)</b>	<b>\$ 6</b>	<b>\$ (6)</b>
RESTRICTED FUND BALANCE, OCT 1	\$ 15,360	\$ 18,210	\$ 18,644	\$ -	\$ 6
<b>RESTRICTED FUND BALANCE, SEP 30</b>	<b>\$ 18,210</b>	<b>\$ 18,644</b>	<b>\$ -</b>	<b>\$ 6</b>	<b>\$ 0</b>

\*Maturity Date for 2006 Bond-September 30, 2021

FISCAL YEAR 2020-2021 APPROVED BUDGET  
2015 Bond

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED	2020-2021 APPROVED
<b>REVENUES</b>					
BOND REVENUES	-	1,425,668	1,425,668		
INTEREST	2,373	2,963	1,500	1,798	
<b>TOTAL REVENUES</b>	<b>\$ 2,373</b>	<b>\$ 1,428,631</b>	<b>\$ 1,427,168</b>	<b>\$ 1,798</b>	<b>\$ -</b>
<b>FUND EXPENDITURES</b>					
CONTRACTED SERVICES	18,216	40,000	1,444,511	457,706	345,820
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ 18,216</b>	<b>\$ 40,000</b>	<b>\$ 1,444,511</b>	<b>\$ 457,706</b>	<b>\$ 345,820</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ (15,843)</b>	<b>\$ 1,388,631</b>	<b>\$ (17,343)</b>	<b>\$ (455,908)</b>	<b>\$ (345,820)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ (15,843)</b>	<b>\$ 1,388,631</b>	<b>\$ (17,343)</b>	<b>\$ (455,908)</b>	<b>\$ (345,820)</b>
RESTRICTED FUND BALANCE, OCT 1	\$ 1,441,511	\$ 1,388,631	2,777,262	2,777,262	2,321,354
<b>RESTRICTED FUND BALANCE, SEP 30</b>	<b>\$ 1,425,668</b>	<b>\$ 2,777,262</b>	<b>\$ 2,759,919</b>	<b>\$ 2,321,354</b>	<b>\$ 1,975,534</b>

\*Maturity Date for 2015 Bond-September 30, 2025

FISCAL YEAR 2020-2021 APPROVED BUDGET  
2016 Bond

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 APPROVED	2019-2020 AMENDED	2020-2021 APPROVED
<b>REVENUES</b>					
PUB SAFETY BOND PROCEEDS	-	-	3,500,000		
INTEREST	231,888	204,928	-	118,305	
403-4-00-4001 ROAD IMPROVEMENT PROCEEDS	-	-	8,000,000		
403-4-00-4701 INTEREST	-	-	-		
403-4-00-4002 REC. CENTER BOND PROCEEDS	-	-	3,500,000		
403-4-00-4702 INTEREST	-	-	-		-
<b>TOTAL REVENUES</b>	<b>\$ 231,888</b>	<b>\$ 204,928</b>	<b>\$ 15,000,000</b>	<b>\$ 118,305</b>	<b>\$ -</b>
<b>PUBLIC SAFETY EXPENDITURES</b>					
CONTRACTED SERVICES		9,333	3,500,000	36,500	3,000,000
CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL PUBLIC SAFETY EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 9,333</b>	<b>\$ 3,500,000</b>	<b>\$ 36,500</b>	<b>\$ 3,000,000</b>
<b>ROAD IMPROVEMENT EXPENDITURES</b>					
CONTRACTED SERVICES		1,228,292	900,000	-	2,500,000
CAPITAL OUTLAY	67,203	-	-	-	-
<b>TOTAL ROAD IMPROVEMENT EXPENDITURES</b>	<b>\$ 67,203</b>	<b>\$ 1,228,292</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ 2,500,000</b>
<b>COMMUNITY/RECREATION CENTER EXPENDITURES</b>					
CONTRACTED SERVICES	13,300	8,000	3,422,339	433,806	1,500,000
CAPITAL OUTLAY	-	23,012	-	-	-
<b>TOTAL RECREATION CENTER EXPENDITURES</b>	<b>\$ 13,300</b>	<b>\$ 31,012</b>	<b>\$ 3,422,339</b>	<b>\$ 433,806</b>	<b>\$ 1,500,000</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ 80,503</b>	<b>\$ 1,268,637</b>	<b>\$ 7,822,339</b>	<b>\$ 470,306</b>	<b>\$ 7,000,000</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 151,385</b>	<b>\$ (1,063,709)</b>	<b>\$ 7,177,661</b>	<b>\$ (352,001)</b>	<b>\$ (7,000,000)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 151,385</b>	<b>\$ (1,063,709)</b>	<b>\$ 7,177,661</b>	<b>\$ (352,001)</b>	<b>\$ (7,000,000)</b>
RESTRICTED FUND BALANCE, OCT 1	\$ 14,978,065	\$ 7,507,111	\$ 6,443,402	\$ 13,621,063	\$ 13,269,062
<b>RESTRICTED FUND BALANCE, SEP 30</b>	<b>\$ 15,129,450</b>	<b>\$ 6,443,402</b>	<b>\$ 13,621,063</b>	<b>\$ 13,269,062</b>	<b>\$ 6,269,062</b>

\*FY 15-16 Bond Election propositions included Public Safety, Community Center, and Street Construction.

\*Maturity Date for 2016 GO Bond-September 30, 2036



**APPENDIX**



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**FINANCIAL POLICY**



**RESOLUTION R-13-09**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
GLENN HEIGHTS, TEXAS ADOPTING A FINANCIAL POLICY.**

**WHEREAS**, the City Council of Glenn Heights, Texas, desires to ensure the safety, liquidity, yield and maintenance of the public trust concerning the City's finances; and

**WHEREAS**, a financial policy is a key element of sound fiscal administration; and

**WHEREAS**, a financial policy provides a guideline to enable the City staff to achieve a long-term, stable financial condition while conducting daily operations and providing services to the community; and

**WHEREAS**, the City Manager and senior staff management follow these policies while developing the annual operating budget; and

**WHEREAS**, the scope of the policy covers accounting, auditing, financial reporting, internal controls, fiscal, financial condition and reserve, revenue management, expenditures control and capital financing/debt management;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
GLENN HEIGHTS, TEXAS THAT:**

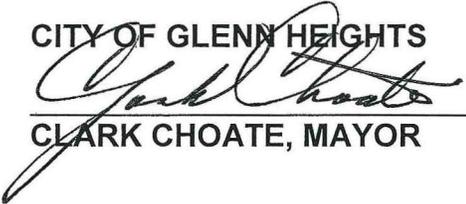
**SECTION 1.** The above recitals are hereby found to be true and correct and incorporated herein for all purposes.

**SECTION 2.** The City Council of the City of Glenn Heights, Texas hereby adopted a Financial Policy, attached hereto as Exhibit "A".

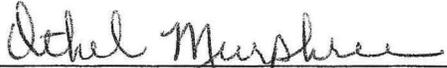
**SECTION 3.** This Resolution shall be in full force and effect from and after its passage.

**PASSED AND APPROVED ON THE 20<sup>th</sup> DAY OF JULY, 2009.**

**CITY OF GLENN HEIGHTS**

  
\_\_\_\_\_  
**CLARK CHOATE, MAYOR**

**ATTEST:**

  
\_\_\_\_\_  
**OTHEL MURPHREE, CITY SECRETARY**

# EXHIBIT "A"

# City of Glenn Heights Financial Policies

## Purpose Statement

The policies set forth below provide guidelines to enable the City staff to achieve a long-term, stable financial condition while conducting daily operations and providing services to the community. The City Manager and senior management follow these policies while developing the annual operating budget. The scope of these policies cover accounting, auditing, financial reporting, internal controls, fiscal, financial condition and reserve, revenue management, expenditure control and capital financing/debt management.

The long-range policies regarding financial management are as follows:

1. Exercise a discipline which allows the City to retain a sound financial condition.
2. Give recognition to the community's needs and ability to pay
3. Strive to retain the best possible rating on bonds

## Accounting, Auditing and Financial Reporting

**Accounting** – The City's Director of Finance is responsible for establishing the chart of accounts and for properly recording financial transactions.

**External Auditing** – The City will be audited annually by outside independent accountants (auditors). The auditors must be a CPA firm and must demonstrate experience in the field of local government auditing. They must conduct the City's audit in accordance with generally accepted auditing standards and be knowledgeable in the Government Finance Officers Association (GFOA) Certificate of Achievement Program.

**External Financial Reporting** – The City will prepare and publish a Comprehensive Annual Financial Report (CAFR). The CAFR will be prepared in accordance with generally accepted accounting principles and will be presented annually to the Government Finance Officers Association (GFOA) for evaluation and awarding of the Certificate of Achievement for Excellence in Financial Reporting. The City will also present its annual budget document to the GFOA for evaluation and awarding of the Distinguished Budget Presentation Awards Program.

**Interim Reporting** – The Finance Department will prepare and issue timely reports on the City's fiscal status to the Mayor/Council and staff. This includes the following:

1. Monthly budget status reports to the City Manager and all Department Heads
2. Monthly budget status, written explanation of financial activities, and bank reconciliations to the Mayor, Council and City Manager
3. Mid Year status report and fiscal year end projection of major funds (General and Water & Sewer funds)

## **Internal Controls**

**Written Procedures** – The Director of Finance is responsible for developing written guidelines on accounting, cash handling and other financial matters which will be approved the City Manager. The Finance Department will assist Department Directors, as needed, in tailoring such guideline to fit each department's requirements.

**Department Directors' Responsibility** – Each Department Director is responsible to the City Manager to ensure that proper internal controls are followed throughout his or her department, that are guidelines on accounting and internal controls are implemented and that all independent auditor control recommendations are addressed.

## **Fiscal**

**Balanced Budget** - Budgets can not exceed available resources, defined as revenues generated in the current period added to balances carried forward from prior years. Temporary shortages, or operating deficits, can and do occur, but they are not tolerated as extended trends. Measures are developed to provide additional revenue and/or reduced expenditures to eliminate operating deficits.

**Long Range Planning** – The budget process will be coordinated so as to identify major policy issues for City Council consideration several months prior to the budget approval date so that proper decision analysis can be made.

**Fixed Assets** – Such assets will be reasonably safeguarded, properly accounted for and prudently used. The fixed asset inventory will be updated regularly.

**Cash Management** – The City's cash flow will be managed to maximize the invest able cash.

## **Financial Condition and Reserve**

**Reserve Accounts** – The General Fund unreserved undesignated fund balance should be adequate to handle unexpected decreases in revenues and a reasonable level for extraordinary unbudgeted expenditures. The General Fund balance policy should also be flexible enough to allow the City to weather economic downturns without raising taxes and/or reducing vital services. The General Fund is required to maintain a minimum 60 day reserve of budgeted expenditures.

City Enterprise Funds will compensate the General Fund for the general and administrative services thereby provided such as management, finance and personnel. The City will adopt annual utility rates which will generate revenues sufficient to cover operating expenses and meet the legal requirements of bond covenants. Rates will also fund adequate capital replacement of water distribution and sewerage collection systems. The Water and Sewer Fund is required to maintain a minimum of 45 days of budgeted expenses. These reserves are needed to protect against the possibility of temporary revenue shortfalls or unpredicted one-time expenditures.

Should either the General Fund reserve or the Water and Sewer Fund reserve fall below the minimum reserve requirement, revenue raising measures or expenditure reductions will be implemented to return the General Fund reserve and the Water and Sewer Fund reserve to the minimum level no later than the end of the following fiscal year.

## **Revenue Management**

**Revenue Diversification** – A diversified and stable revenue system will be maintained to shelter the City from short run fluctuations in any one revenue source.

**Fees and Charges** – The City will maximize utilization of user charges in lieu of property taxes for services that can be individually identified and where the costs are directly related to the level of service. There will be periodic review of fees and charges to ensure that fees provide adequate coverage of costs of service.

**Use of One-time Revenues** – One-time revenues will be used only for one-time expenditures. The City will avoid using temporary revenues to fund mainstream services.

**Use of Unpredictable Revenue** – The City will try to understand its revenue sources, and enact consistent collection policies so that assurances can be

provided that the revenue base will materialize according to budgets and plans. Use of unpredictable revenue will depend upon management's determination whether the revenue is considered a one time revenue or will recur annually.

### **Expenditure Control**

**Appropriations** – The City Manager's level of budgetary control is at the fund level for all funds. The department director's level of budgetary control is at the department level. When a budget adjustment among funds is necessary, it must be approved by the City Council.

**Purchasing** – All purchases shall be in accordance with both the City's purchasing policy and state law.

**Prompt Payment** – All invoices will be paid upon 30 days of receipt in accordance with state law. Procedures will be used to take advantage of all cost effective purchase discounts. Payments will be processed to maximize the City's invest able cash.

**Department Directors' Responsibility** - Each Department Director is held accountable for meeting program objectives and monitoring the use of budget funds expended to ensure compliance with the annual appropriated budget approved by the City Council.

### **Capital Financing and Debt Management**

**Debt Capacity, Issuance and Management** – Long term debt will not be used for operating purposes. Capital projects financed through bond proceeds shall be financed for a period not to exceed the useful life of the project. When appropriate, self-supporting revenues will pay debt service in lieu of property taxes. The Debt Service current fiscal year debt requirement shall not exceed debt service property tax, self-supporting revenue and balances carried forward from the prior year. Unspent capital project proceeds are transferred to debt service at the completion of the capital project.

The Finance Department will monitor all City debt annually with the preparation of the annual budget. The Finance Department will diligently monitor the City's compliance to its bond covenants. The Finance Department will maintain ongoing communications with bond rating agencies about the City's financial condition and follow a policy of full disclosure on every financial report. The City has and will continue to retain a Financial Advisor in connection with any debt issuance.

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# **INVESTMENT POLICY**



**RESOLUTION NO. R-33-16**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, ADOPTING AN AMENDED AND RESTATED INVESTMENT POLICY IN COMPLIANCE WITH THE PUBLIC FUNDS INVESTMENT ACT; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Glenn Heights, Texas ("City") desires to ensure the safety, liquidity, yield and maintenance of the public trust concerning the City's financial portfolio; and

**WHEREAS**, the Public Funds Investment Act, as amended, requires the City to adopt an investment policy by rule, order, ordinance or resolution; and

**WHEREAS**, the City previously adopted an investment policy effective May 16, 2011, through the adoption of Resolution R-15-11 in compliance with the with the Public Funds Investment Act (the "Investment Policy"), and

**WHEREAS**, the City Council finds that the amended and restated Investment Policy attached hereto complies with the Public Funds Investment Act, as amended, providing for the investment of City funds in safe and prudent investments; and

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, THAT:**

**SECTION 1.** The City Council of the City of Glenn Heights, Texas hereby approves, adopts and restates the Public Funds Investment Policy of the City of Glenn Heights, Texas, as amended and attached hereto as Exhibit A.

**SECTION 2.** The City Manager is authorized to forward a copy of this Resolution and the accompanying Investment Policy to all entities bearing financial interest in the transactions of the City.

**SECTION 3.** All resolutions heretofore passed and adopted by the City Council of the City of Glenn Heights, Texas, are hereby repealed solely to the extent that said resolutions, or parts thereof, are in conflict herewith.

**SECTION 4.** This Resolution shall be in full force and effect from and after its passage.

**READ, CONSIDERED, PASSED AND ADOPTED** by the City Council for the City of Glenn Heights at a public meeting on the 6<sup>th</sup> day of September 2016, at which a quorum was present, and for which due notice was given.

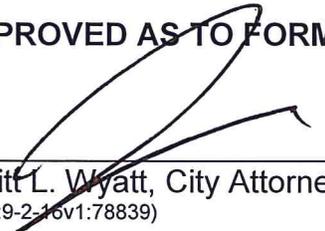
APPROVED:

  
Leon Payton Tate, Mayor

ATTEST:

  
Juanita Willman, City Secretary

APPROVED AS TO FORM:

  
Whitt L. Wyatt, City Attorney  
(WW:9-2-16v1:78839)

**EXHIBIT "A"**

**AMENDED AND RESTATED INVESTMENT POLICY**  
Effective September 6, 2016

(Original Effective May 16, 2011)



**CITY OF GLENN HEIGHTS, TEXAS**

**INVESTMENT POLICY**

**SEPTEMBER 2016**

**Adopted with Resolution R-33-16**

# **CITY OF GLENN HEIGHTS, TEXAS**

## **INVESTMENT POLICY**

### **PREFACE**

It is the policy of the City of Glenn Heights (the "City") that after allowing for the anticipated cash flow requirements of the City and giving due consideration to the safety and risks of investments, all available funds shall be invested in conformance with these legal and administrative guidelines to obtain a market rate of return.

Effective cash management is recognized as essential to good fiscal management. An active cash management and investment policy will be pursued to take advantage of investment interest as a viable and material source of revenue for City funds. The City's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and local law. The City will invest public funds in a manner that will provide the maximum security and a market rate of return while meeting the daily cash flow demands of the City.

The City is required under the Public Funds Investment Act (Chapter 2256 of the Texas Government Code) to adopt a formal written Investment Policy for the investment of public funds. These policies serve to satisfy the statutory requirement (specifically the Public Funds Investment Act, Chapter 2256 of the Texas Government Code (the "Act") to define, adopt and review a formal investment strategy and policy.

**CITY OF GLENN HEIGHTS, TEXAS**

**INVESTMENT POLICY**

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Certification of Business Organization [Sample]

1. **PURPOSE.** The purpose of this investment policy (the "Policy") is to set forth specific investment policy and strategy guidelines for the City in order to achieve the goals of safety and liquidity, achieve a market rate of return, and maintain public trust in all investment activities. On an annual basis, the City Council shall review the investment strategy and policy and shall approve Policy revisions, if any, by formal resolution.
  
2. **INVESTMENT STRATEGY.** The City maintains a comprehensive and proactive cash management program that is designed to monitor and control all City funds to ensure maximum utilization and yield a market rate of return. (For the purpose of this policy, a "market rate of return" refers to the approximate interest rate that could be earned by an investor in a specific maturity range at any given point in time. For example, an investor seeking to earn a market rate of return while maintaining an investment portfolio with an average maturity of 90 days, would hope to earn approximately the same as a three-month agency discount note. If the investor earns a rate much higher than this, it might signal an inappropriate level of risk.) The basic and underlying strategy of this program is that all of the City's funds are earning interest. It is the responsibility and obligation of the City to maintain a flexible approach and be prepared to modify the investment strategy as market conditions dictate. The investment strategy described is predicated on conditions as now exist and are subject to change. The investment strategy emphasizes low credit risk, diversification, and the management of maturities. The strategy also considers the expertise and time constraints of the investment officers. The allowable investment instruments as defined in Section 6 of this Policy reflect the avoidance of credit risk. Diversification refers to dividing investments among a variety of securities offering independent returns. This strategy uses local government investment pools to achieve diversification. The management of maturities refers to structuring the maturity dates of the direct investments so that, while funds are initially invested for a longer period of time, some investments mature as cash needs require.

## 2.1

The primary investment strategy and objectives of the City as specified in this Policy are listed below, in their order of importance (See Section 4):

- Safety and preservation of principal;
- Maintenance of sufficient liquidity to meet operating needs;
- Achieve a market rate of return on the investment portfolio; and
- Seek at all times to maintain public trust by adhering to the above stated objectives

## 2.2

The list of investments authorized by this Policy intentionally excludes some investments allowed by state law. The restrictions limit possible credit risk and provide the maximum measure of safety. Within the investment objectives, the investment strategy is to utilize authorized investments for maximum advantage to the City. To increase the interest earnings for funds identified as being available for investment over longer periods of time based upon a cash requirements projection, the City will consider the following strategies:

### 2.2.1

#### **Strategy No. 1.**

Diversifying the City's investment opportunities through the use of local government investment pools and money market mutual funds as authorized by the City Council. An investment pool is an entity created to invest public funds jointly on behalf of its' participants and whose investment objectives in order of priority match those objectives of the City. Funds are usually available from investment pools on a same-day basis, meaning the pools have a high degree of liquidity. Because of the size and expertise of their staff, investment pools are able to prudently invest in a variety of the investment types allowed by state law. In this manner, investment pools achieve diversification. Funds that may be needed on a short-term basis but that are in excess of the amount maintained at the depository bank are available for deposit m investment pools.

### 2.2.2

#### **Strategy No. 2.**

Building a ladder of Investment Policy authorized securities with staggered maturities for all or part of the longer-term investable funds. The benefits of this ladder approach include the following:

- It is straight-forward and easily understood;
- It represents a prudent diversification method;
- All investments remain within the approved maturity horizon;
- It will normally allow the City to capture a reasonable portion of the yield curve; and
- It provides predictable cash flow with scheduled maturities and reinvestment opportunities.

### 2.2.3

#### **Strategy No. 3.**

At this time, the City does not use an investment management firm. Should the City determine a need, the following strategy will apply:

Pursuant to the Public Funds Investment Act (Texas Government Code 2256.003), the City may, at its discretion, contract with an investment management firm registered under the Investment Advisors Act of 1940 (15 U.S.C. Section 80b-1 et seq.) and with the State Securities Board to provide for investment and non-discretionary management of its public funds or other funds under its control.

An appointed Investment Advisor shall act solely in an advisory and administrative capacity; within the guidelines of this *Investment Policy*. At no time shall the advisor take possession of securities or funds or otherwise be granted discretionary authority to transact business on behalf of the City. Any contract awarded by the City Council for investment advisory services may not exceed two years, with an option to extend by mutual consent of both parties.

Duties of the Investment Advisor shall include, but not be limited to, assistance in purchasing securities, securities clearance, producing required reports, pricing the portfolio, performing due diligence on broker/dealers, market monitoring and economic review.

Any Investment Advisor contracted by the City shall abide by the *Prudent Expert Rule*, whereby investment advice shall, at all times, be given with the judgment and care, under circumstances then prevailing, which persons paid for their special prudence, discretion and intelligence in such matters exercise in the management of their client's affairs, not for speculation by the client or production of fee income by the advisor or broker, but for investment by the client with emphasis on the probable safety of the capital while considering the probable income to be derived.

### 2.2.4

#### **Strategy No. 4.**

The City will maintain portfolio(s) that utilize four specific investment strategy considerations designed to address the unique characteristics of the fund group(s) represented in the portfolio(s):

#### **2.2.4.1**

Investment strategies for operating funds and pooled funds containing operating funds

have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio that will experience minimal volatility during economic cycles through diversification by security type, maturity date and issuer. All security types, as authorized by this policy, are considered suitable investments for the operating and pooled funds. Securities may not be purchased that have a final maturity date that exceeds five (5) years.

#### **2.2.4.2**

Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date(s). These funds have predictable payment schedules. Therefore investment maturities shall not exceed the anticipated cash flow requirements.

#### **2.2.4.3**

Investment strategies for debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund. Managing the Debt Service Reserve Fund's portfolio maturities to not exceed the call provisions of the bond issue will reduce the investment's market risk if the City's bonds are called and the reserve fund liquidated. No investment maturity shall exceed the final maturity of the bond issue.

#### **2.2.4.4**

The investment strategy for capital projects funds' portfolios has as its primary objective the assurance that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 20% in highly liquid securities to allow for flexibility and unanticipated project outlays. The stated final maturity dates of securities held should not exceed the estimated project completion date.

#### **2.2.5**

##### **Strategy No. 5.**

Hold until Maturity. The strategy of the City is to maintain sufficient liquidity in its portfolio so that it does not need to sell a security prior to maturity. Should it become necessary to sell a security prior to maturity, where the sale proceeds are less than the current book value, the prior written consent of the City Manager must be obtained. Securities may be sold prior to maturity by the Investment Officer at or above their book value at any time. The result of all sales of securities prior to maturity shall be reported to the City Manager within two business days of the sale. The report shall provide the amount of proceeds from the sale, including accrued

interest to the date of sale, less the current book value and the dollar amount of gain on the sale.

### 2.2.6

#### **Strategy No. 6.**

Depository Bank Relationships. This Policy shall further seek to maintain good depository bank relationships while minimizing the cost of banking services. The City will seek to maintain a depository contract that will be managed to a level that minimizes the cost of the banking relationship to the City, while allowing the City to earn an appropriate return on idle demand deposits.

### 2.2.7

#### **Strategy No. 7.**

Maximizing Investable Cash Balances. Procedures shall be established and implemented in order to *maximize* investable cash by decreasing the time between the actual collection and the deposit of receipts, and by the controlling of disbursements.

**3. SCOPE.** The Investment Policy shall govern the investment of all financial assets considered to be part of the City entity and includes the following funds or fund types: the General Fund, Enterprise Funds, Special Revenue Funds, General Obligation Interest and Sinking Fund, Capital Projects Funds, Water and Sewer Utility Fund, Drainage Utility Fund, and any other funds which have been contractually delegated to the City for management purposes. The City may add or delete funds as may be required by law, or for proper accounting procedures. This policy does not include funds governed by approved trust agreements, or assets administered for the benefit of the City by outside agencies under retirement or deferred compensation programs. Additionally, bond funds (including debt service and reserve funds) are governed by bond ordinances and are subject to the provisions of the Internal Revenue Code and applicable federal regulations governing the investment of bond proceeds.

**4. INVESTMENT OBJECTIVES.** Funds of the City shall be invested in accordance with all applicable Texas statutes, this Policy and any other approved, written administrative procedures. The four objectives of the City's investment activities shall be as follows (in the order of priority):

#### 4.1

**Safety of Principal.** Safety of principal invested is the foremost objective in the investment decisions of the City. Each investment transaction shall seek to

ensure the preservation of capital in the overall portfolio. The risk of loss shall be controlled by investing only in authorized securities, as defined in this Policy, by qualifying the financial institutions with whom the City will transact business and through portfolio diversification. Safety is defined as the undiminished return of the principal on the City's investments.

#### 4.2

**Liquidity.** The investment portfolio shall be managed to maintain liquidity to ensure that funds will be available to meet the City's cash flow requirements and by investing in securities with active secondary markets. Investments shall be structured in such a manner as will provide the liquidity necessary to pay obligations as they become due. A security may be liquidated prior to its stated maturity to meet unanticipated cash requirements, or to otherwise favorably adjust the City's portfolio, in accordance with Section 2.2.5 above.

#### 4.3

**Market Rate-of-Return (Yield).** The City's investment portfolio shall be designed to optimize a market rate-of-return on investments consistent with risk constraints and cash flow requirements of the portfolio. The investment portfolio shall be managed in a manner that seeks to attain a market rate of return throughout budgetary and economic cycles. The City will not attempt to consistently attain an unrealistic above market rate-of-return, as this objective will subject the overall portfolio to greater risk. Therefore, the City's rate of return objective is secondary to those of safety and liquidity. Rate of return (yield) is defined as the rate of annual income return on an investment, expressed as a percentage.

#### 4.4

**Public Trust.** All participants in the City's investment program shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction that might involve a conflict of interest or otherwise impair public confidence in the City's ability to govern effectively. All officials of the City having either a direct or indirect role in the process of investing idle funds shall act responsibly as custodians of the public trust.

### 5. INVESTMENT RESPONSIBILITY. As provided in this policy, the daily operation and management of the City's investments are the responsibility of the following person.

#### 5.1

**Delegation of Authority.** The City Manager and the Director of Finance are authorized to deposit, withdraw, invest, transfer or manage in any other manner

the funds of the City. Management responsibility for the investment program is hereby delegated to the Director of Finance, who shall establish written procedures for the operation of the investment program, consistent with this Policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. All persons involved in investment activities will be referred to in this Policy as "Investment Officers." No persons may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Director of Finance. The Director of Finance shall be responsible for all transactions undertaken, and shall establish a system of controls to regulate the activities of subordinate Investment Officials. The system of controls shall be designed to provide reasonable assurance that the assets of the City are protected from loss, theft or misuse. The concept of reasonable assurance recognizes that:

- (1) the cost of a control should not exceed the benefits likely to be derived; and
- (2) the valuation of costs and benefits requires estimates and judgments by management.

Commitment of financial and staffing resources in order to maximize total return through active portfolio management shall be the responsibility of the City Council.

## 5.2

**Prudence.** The standard of prudence to be applied by the Investment Officer shall be the "prudent investor" rule, which states, "investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." In determining whether the Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the following:

### 5.2.1

The investment of all funds over which the Investment Officer had responsibility rather than a consideration as to the prudence of a single investment; and

### 5.2.2

Whether the investment decision was consistent with the written investment Policy and procedures of the City.

### 5.3

**Due Diligence.** The Investment Officer acting in accordance with written policies and procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.

### 5.4

**Ethical Standards and Conflicts of Interest.** All City Investment Officers having a direct or indirect role in the investment of City funds shall act as custodians of the public trust avoiding any transaction which might involve a conflict of interest, the appearance of a conflict of interest, or any activity which might otherwise discourage public confidence. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. An Investment Officer who has a personal business relationship with the depository bank or with any entity seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree of affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council.

### 5.5

**Investment Training.** The Investment Officers shall attend at least one training session of at least ten (10) hours relating to the officer's responsibility under the Public Funds Investment Act within twelve (12) months after assuming duties, and attend an investment training session not less than once every two years, receiving an additional ten (10) hours of training. Such training from an independent source shall be approved by the City Manager and endorsed by either the Government Finance Officers Association of Texas, the Government Treasurers Organization of Texas, the Texas Municipal League, the North Central Texas Council of Governments, or the University of North Texas Center for Public Management.

6. **AUTHORIZED INVESTMENTS.** As stated previously, safety of principal is the primary objective in investing public funds and can be accomplished by limiting two types of risk-credit risk and interest rate risk. Credit risk is the risk associated with the failure of a security issuer or backer to repay principal and interest in full. Interest rate risk is the risk that the value of a portfolio will decline due to an increase in the general level of interest rates. In order to provide safety of principal as the City's primary objective, only certain investments are authorized as acceptable

investment for the City. The following list of authorized investments for the City intentionally excludes some of the investments authorized by law. These restrictions are placed in order to limit possible risk and provide maximum measure of safety to City funds.

## 6.1

**Authorized and Acceptable Investments.** The authorized list of investment instruments are as follows:

- (1) Obligations of the United States or its agencies and instrumentalities, excluding mortgage- backed securities.
- (2) Direct obligations of the State of Texas, or its agencies and instrumentalities.
- (3) Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by, or backed by the full faith of credit of, the State of Texas or the United States or their respective agencies and instrumentalities, excluding mortgage-backed securities.
- (4) Collateralized Certificates of Deposit. A certificate of deposit issued by a depository institution that has its main office or branch office in the state and is:
  - Guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor;
  - Secured by Obligations that are described by section 2256.009(a) of the Public Funds Investment Act, including mortgage backed securities directly issued by a federal agency or instrumentality, but excluding those mortgage backed securities of the nature described in Section 2256.009(b) of the Act; or
  - Secured in any other manner or amount provided by law for deposits of the City.
  - In addition, separate CDs issued by depositories wherever located, bundled together into a single investment with the full amount of principle and interest of each CD federally insured, may be purchased through a selected depository institution with its main office or branch office in Texas.

This depository shall act as the custodian for the various certificates on behalf of the City.

(5) Eligible Local Government Investment Pools. Public funds investment pools which invest in instruments and follow practices allowed by the current law as defined in Section 2256.016 of the Texas Government Code, provided that:

- the investment pool has been authorized by the City Council;
- the pool shall have furnished the Investment Officer an offering circular containing the information required by Section 2256.016(b) of the Texas Government Code;
- the pool shall furnish the Investment Officer investment transaction confirmations with respect to all investments made with it;
- the pool shall furnish to the Investment Officer monthly reports containing the information required under Section 2256.016(c) of the Texas Government Code;
- the pool is continuously rated no lower than "AAA" or "AAA-" or an equivalent rating by at least one nationally recognized rating service;
- the pool marks its portfolio to market daily
- the pool's investment objectives shall be to maintain a stable net value of one dollar (\$1.00); and
- the pool's investment philosophy and strategy are consistent with this Policy

(6) Regulated No-Load Money Market Mutual Funds. These investments are authorized, under the following conditions:

- The money market mutual fund is registered with and regulated by the Securities and Exchange Commission;
- the fund provides the City with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;
- the fund has a dollar-weighted average portfolio maturity of ninety (90) days or less;

- the investment objectives include the maintenance of a stable net asset value of one dollar (\$1.00) per share; and
  - the fund is continuously rated no lower than "AAA" or an equivalent rating by at least one nationally recognized rating service.
  - The City may not invest funds under its control in an amount that exceeds 10% of the total assets of any individual money market mutual fund.
- (7) Repurchase Agreements, Reverse Repurchase Agreements, Bankers' Acceptances, Commercial Paper. These investments are authorized for the City only to the extent that they are contained in the portfolios of approved public funds investment pools in which the City invests, or as otherwise provided below.
- The direct investment in reverse repurchase agreements, bankers' acceptances, and commercial paper by the City is not authorized
  - Fully flexible repurchase agreements are authorized in this Policy, to the extent authorized under the Public Funds Investment Act (Texas Government Code 2256.001.) The use of flex repos shall be limited to the investment of bond proceeds and the maturity date of any such agreement shall not exceed the expected proceeds draw schedule.

## 6.2

**Investment Instruments NOT Authorized.** The following instruments are eligible for investment by local government according to state law, but they have been intentionally prohibited for the City by this Policy: mortgage-related obligations, guaranteed investment contracts, options, financial futures contracts and, day trading of long-term securities. In addition to these restricted investments, state law specifically prohibits investment in the following securities:

- (1.) Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
- (2.) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.

- (3). Collateralized mortgage obligations that have a stated final maturity date of greater than ten years.

**7. DIVERSIFICATION.** Diversification of investment instruments shall be utilized to avoid incurring unreasonable risks resulting from over-concentration of investments in a specific maturity, a specific issue, or a specific class of securities. With the exception of U .S. Government securities, as authorized in this Policy, and authorized local government investment pools, no more than fifty percent (50%) of the total investment portfolio will be invested in any one security type. Diversification of the portfolio considers diversification by maturity dates and diversification by investment instrument.

### 7.1

**Diversification by Maturities.** The longer the maturity of investments, the greater their price volatility. Therefore, it is the City's policy to concentrate its investment portfolio in shorter-term securities in order to limit principal risks caused by change in interest rates. The City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than three (3) years from the date of purchase. However, the above described obligations, certificates, or agreements may be collateralized using longer date instruments. The City shall diversify the use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. Maturity scheduling shall be managed by the Investment Officer so that maturities of investments shall be timed to coincide with projected cash flow needs.

The entire City portfolio, including funds at the City's depository bank, shall comprise one pooled fund group, and the maximum average dollar-weighted maturity allowed based on the stated maturity date for the portfolio is two hundred seventy (270) days. Investment maturities for debt service interest and sinking funds and/or other types of reserve funds, whose use is never anticipated, may not exceed three (3) years.

## 7.2

**Diversification by Investment Instrument.** Diversification by investment instrument shall not exceed the following guidelines for each type of instrument:

	<u>Percentage of Portfolio Maximum</u>
U.S. Treasury Obligations	100%
US Government Agency Securities And Instrumentalities of Government- Sponsored Corporations	80%
Authorized Local Government	100%
Investment Pools Fully Collateralized Certificates of Deposit	50%

## 7.3

The City shall invest local funds in investments yielding a market rate-of-return while providing necessary protection of the principal consistent with the operating requirements of this section or written policies

- 8. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS.** At this time, the City does not use Brokers or Dealers. Should the City determine a need, the following procedures and requirements will apply:

Financial institutions (federally insured banks) with and through whom the City invests shall be state or national banks domiciled in this state. No public deposit shall be made except in a qualified public depository as established by state laws. Brokers/Dealers authorized to provide investment services to the City may include only those authorized by the City Manager. All banking services will be governed by a depository contract awarded by the City Council. In addition, the Director of Finance shall maintain a list of authorized security brokers/dealers, and investment pools that are authorized by the City Manager and/or the City Council.

## 8.1

All financial institutions with whom the City does business must supply the following as appropriate: (1) audited financial statements; (2) proof of National Association of Securities Dealers (NASD) certification; (3) proof of state registration and completed broker/dealer questionnaire; (4) certification of having read the City's investment policy signed by a qualified representative of the organization, acknowledging that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization.

## 8.2

An annual review of the financial condition and registration of qualified bidders will be conducted by the Director of Finance. The review may include, but is not limited to, review of rating agency reports, review of call reports, and analyses of management, profitability, capitalization, and asset quality. Financial institutions and brokers/dealers desiring to conduct business with the City shall be required to provide any financial data requested by the City Manager or the Investment Officer. Upon completion of the annual review by the Director of Finance, the financial institutions and brokers/dealers desiring to conduct business with the City shall be approved by the City Manager.

## 8.3

Selection criteria for federally insured financial institutions shall include the following: (1) the financial institution must be insured by the FDIC and (2) the financial institution must be incorporated under the laws of the State of Texas or of the United States of America.

## 8.4

The Investment Officer of the City is responsible for monitoring the investments made by a financial institution and/or broker/dealer to determine that they are in compliance with the provisions of the Investment Policy.

- 9. DELIVERY VERSUS PAYMENT.** It is the policy of the City that all security transactions entered into with the City shall be conducted on a "**DELIVERY VERSUS PAYMENT**" (DVP) basis through the Federal Reserve System. By doing this, City funds are not released until the City has received,

through the Federal Reserve wire, the securities purchased. The City shall authorize the release of funds only after receiving notification from the safekeeping bank that a purchased security has been received in the safekeeping account of the City. The notification may be oral, but shall be confirmed in writing.

## **10. SAFEKEEPING AND COLLATERALIZATION.**

### **10.1**

**Safekeeping.** All securities owned by the City shall be held by its safekeeping agent, except the collateral for bank deposits. The collateral for bank deposits will be held in the City's name in the bank's trust department, or alternatively, in a Federal Reserve Bank account in the City's name, or a third-party bank, at the City's discretion. Original safekeeping receipts shall be obtained and held by the City. The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as part of its investment portfolio or held as collateral to secure time deposits.

### **10.2**

**Collateralization.** Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the City to require full collateralization of all city funds on deposit with a depository Bank. The market value of the investments securing the deposit of funds shall be at least equal to the amount of the deposits of funds reduced to the extent that the deposits are insured by the Federal Deposit Insurance Corporation (FDIC). Securities pledged as collateral shall be held in the City's name, in a segregated account at the Federal Reserve Bank or by an independent third party with whom the City has a current custodial agreement. The agreement is to specify the acceptable investment securities as collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. The safekeeping agreement must clearly state that the safekeeping bank is instructed to release purchased and collateral securities to the City in the event the City has determined that the depository bank has failed to pay on any matured investments in certificates of deposit, or has determined that the funds of the City are in jeopardy for whatever reason, including involuntary closure or change of ownership. A clearly marked evidence of ownership, e.g., safekeeping receipt, must be supplied to the City and retained by the City. Any collateral with a maturity over five (5) years must be approved by the Investment Officer before the transaction is initiated. The investment Officer must be notified in writing of Release of collateral or substitution of securities. Financial institutions serving as City depositories will be required to sign a "Depository Agreement" with the City and the City safekeeping agent. The collateralized deposit

portion of the agreement shall define the City's rights to collateral in the event of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- the Agreement must be in writing;
- the Agreement has to be executed by the Depository and the City contemporaneously with the acquisition of the asset;
- the Agreement must be approved by the Board of Directors of the Loan Committee of the Depository and a copy of the meeting minutes must be delivered to the City; and
- the Agreement must be part of the Depository's "official record" continuously since its execution.

### **10.2.1**

The City may accept the following securities as collateral for bank deposits (V.T.C.A., Government Code, Section 2256.001, et.seq., formerly Article 842a-2, Section 2, V.T.C.S., as amended);

- FDIC and FSLIC insurance coverage;
- A bond, certificate of indebtedness, or Treasury Note of the United States, or other evidence of indebtedness of the United States that is guaranteed as to principal and interest by the United States;
- Obligations, the principal and interest on which are unconditionally guaranteed or insured by the State of Texas;
- A bond of the State of Texas or of a county, city, or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "A" or its equivalent) by a nationally recognized rating agency with a remaining maturity of ten years or less;
- Surety Bonds that meet the requirements of the Public Funds Investment Act; or
- Federal Home Loan Bank Letters of Credit as defined by Chapter 16, Subchapter C of the Local Government Code and by Chapter 726, Acts of the 67th Legislature, Regular Session, 1981 (Article 2529b-I, Vernon's Texas Civil Statutes).

### 10.2.2

For certificates of deposit and other evidences of deposit, collateral shall be at 102% of market or par, whichever is lower. The market value of collateral will always equal or exceed the principal plus accrued interest of deposits at financial institutions.

### 10.2.3

Financial institutions, with which the City invests or maintains other deposits, shall provide monthly, and as requested by the Investment Officer, a listing of the collateral pledged to the City, marked to current market prices. The listing shall include total pledged securities itemized by name, type, description, par value, current market value, maturity date, and Moody's or Standard & Poor's rating, if applicable. The City and the financial institution shall jointly assume the responsibility for ensuring that the collateral is sufficient.

- 11. RESPONSIBILITY AND CONTROL.** The Director of Finance shall establish a system of written internal controls, which shall be reviewed annually by independent auditors. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. The internal controls are to be reviewed annually in conjunction with an external independent audit. This review will provide assurance of compliance with policies and procedures as specified by this Policy. The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls and adherence to the City's established investment policy.

#### 11.1.

**Authority to Invest.** Authority to manage the City investment program is derived from a resolution of the City. Those authorized by said resolution are designated as Investment Officers of the City, and, in conjunction with the Investment Committee, are responsible for investment decisions and activities. All investment transactions must be acknowledged by a second investment officer besides the one who initiated the transaction. All wire transfers must be approved by two investments officers. The City reserves the right to contract with an external investment advisory firm to manage the investment assets, and the resulting resolution will grant investment authorization to the contracted firm. The Finance Director shall establish written procedures for the operation of the investment program consistent with this Investment Policy.

## 11.2

**Bonding Requirements/Standard of Care.** The authorized investment officer(s) shall be a bonded employee. All participants in the investment process shall act responsibly as custodians of the public trust and shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs.

## 11.3

**Internal Control.** The Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that the objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived, and (2) the valuation of costs and benefits requires estimates and judgments by management.

## 11.4

**Standard of Ethics.** City staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall disclose to the City any material interests in firms or businesses that conduct investment matters with the City, and they shall further disclose positions that could be related to the performance of the City portfolio. City staff shall subordinate their personal financial transactions to those of the City, particularly with regard to the timing of purchases and sales.

An investment officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the City.

## 11.5

**Investment Advisory Committee.** An Investment Committee that is comprised of the membership of the Finance Advisory Committee shall be established to determine investment guidelines, general strategies, and monitor performance. The Committee shall meet quarterly to review performance, strategy, and procedures. The Investment Committee shall include in its deliberation such topics as: performance reports, economic outlook, portfolio diversification, maturity structure, potential risk to the City funds, authorized brokers and dealers,

and the target rate of return on the investment portfolio.

12. **PERFORMANCE.** The City's investment portfolio shall be designed to obtain a market rate of return on investments consistent with risk constraints and expected cash flow of the City. The benchmark for performance that is appropriate for the City's cash flow cycle will be TexSTAR (a local government investment pool).
13. **REPORTING.** The Director of Finance shall submit a signed quarterly investment report that summarizes current market conditions, economic developments and anticipated investment conditions. The report shall summarize investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics, and shall explain the total investment return for the quarter.

### 13.1

**Annual Report.** Within 60 days of the end of the fiscal year, the Director of Finance shall present an annual report on the investment program and investment activity. This report may be presented as a component of the fourth quarter report to the City Manager and City Council. The reports prepared by the Director of Finance shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the City Council by that auditor.

### 13.2

**Methods.** The quarterly investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the past quarter. This management summary will be prepared in a manner that will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be prepared in compliance with generally accepted accounting principles. The report will be provided to the City Manager and City Council. The report will include the following:

- A listing of individual securities held at the end of the reporting period. This list will include the name of the fund or pooled group fund for which each individual investment was acquired;
- Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period. Market values shall be obtained from financial institutions or portfolio reporting services independent from the broker/dealer from which the security was purchased;

- Additions and changes to the market value during the period;
- Fully accrued interest for the reporting period;
- Average weighted yield to maturity of portfolio on entity investments as compared to applicable benchmarks;
- Listing of investments by maturity date;
- The percentage of the total portfolio which each type of investment represents; and
- Statement of compliance of the City's investment portfolio with State Law and the investment strategy and policy approved by the City Council.

**14. INVESTMENT POLICY ADOPTION AND AMENDMENT.** The City's Investment Policy shall be adopted and amended by resolution of the City Council only. The City's written policies and procedures for investments are subject to review not less than annually to stay current with changing laws, regulations and needs of the City. Any changes or modifications to this Investment Policy, if any, shall be approved, and adopted by a formal resolution of the City Council.

## GLOSSARY OF TERMS

The Investment Policy contains specialized and technical terminology that is unique to cash management and investment activities. The following glossary of terms is provided to assist in understanding these terms.

**Affinity.** Related through marriage.

**Agencies.** See U.S. Agency securities.

**Bankers' Acceptances.** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer. When discounted and sold in the secondary market, bankers' acceptances become a short-term investment alternative.

**Book Value.** The cost of a security as recorded in the City's accounting records. For purposes of evaluating a sale of a security, it is a function of the original cost, the amortization of premium or discount, and the accrued interest. Specifically, it is the face value of the security plus the accrued interest plus any unamortized premium or minus any unamortized discount. Book value is often compared to market value, which is defined below.

**Broker.** A person or company that, for a fee or commission, brings buyers and sellers of securities together.

**Certificate of Deposit.** A time deposit with a specific maturity evidenced by a certificate.

**Collateral.** In general, assets which one party pledges as a guarantee of performance. Specifically, securities pledged by a bank to secure deposits of public monies. In the event of bank failure, the securities become the property of the public entity.

**Collateralized Mortgage Obligations (CMO's).** Securities based on a pool of home mortgages.

**Commercial Paper.** An unsecured promissory note issued primarily by corporations for a specific amount and maturing on a specific day. The maximum maturity for commercial paper is 270 days, but most frequently maturities do not exceed 30 days. Almost all commercial paper is rated by a rating service.

**Consanguinity.** Related by blood.

**Coupon.** The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. Also, a certificate attached to a bond indicating interest due on a payment date.

**Credit Risk.** The uncertainty that the principal amount of an investment will be returned without loss of value to the default of the borrower.

**CUSIP.** A unique security identification number assigned to securities maintained and transferred on the Federal Reserve book-entry system.

**Dealer.** A person or company that endeavors to profit from buying and selling investments for its own account.

**Delivery versus Payment (DVP).** A method of delivering securities that requires the simultaneous exchange of the security and the payment. It provides a safeguard against paying for securities before they are received.

**Demand Deposits.** Deposits at a financial institution that are available to the depositor upon the depositor's demand.

**Depository Bank.** The primary bank of the City. The relationship between the depository bank the City is governed by state law and by a depository contract that is approved by the City Council.

**Discount.** The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale is also considered to be at a discount.

**Discount Securities.** Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

**Diversification.** The strategy of dividing investments among a variety of securities offering independent risks and yields. Diversification lessens the likelihood of losing the entire portfolio of investments and averages yields among the investment alternatives.

**Discount.** The difference between the cost of a security and its value at majority, in cases where the cost is less than the value at maturity.

**Fully Flexible Repurchase Agreement ("flex repo").** A specialized contract designed for the short-term investment of proceeds available from the sale of municipal bonds, notes and certificates. Flex repos allow for incremental repurchases, with the buyer/issuer (the City) retaining the right to force the seller to repurchase all, or a portion of, the sold securities held under repurchase agreement, at any time before the maturity date of the agreement, at a fixed rate for the life of the agreement.

**Hold Until Maturity.** This investment strategy is intended to avoid interest rate risk by maintaining ownership of an investment until it matures. At maturity, the face

value of the security is received, but in some cases where a security is sold before maturity, less than the face value and the book value is received. Please see interest rate risk defined below.

**Federal (FDIC) deposits.**

**Deposit Insurance Corporation.** A federal agency that insures bank security is sold before maturity, less than the face value and the book value is received. Please see interest rate risk defined below.

**Federal Funds Rate.** The rate of interest at which Federal funds are traded. This rate is currently set by the Federal Reserve through open-market operations.

**Federal Home Loan Banks (FHLB).** Created in 1932, this system consists of 12-regional banks, which are owned by private member institutions and regulated by the Federal Housing Finance Board. Functioning as a credit reserve system, it facilitates extension of credit through its owner members. Federal Home Loan Bank issues are joint and several obligations of the 12 Federal Home Loan Banks.

**Federal Home Loan Mortgage Corporation (FHLMC or Freddie Mac).** A stockholder- owned corporation that provides a continuous flow of funds to mortgage lenders, primarily through developing and maintaining an active nationwide market in conventional mortgages.

**Federal National Mortgage Association (FNMA or Fannie Mae).** FNMA, a federal corporation, is the largest single provider of residential mortgage funds in the United States.

**Interest Rate Risk.** The uncertainty of the return of principal on fixed rate securities that are sold prior to maturity. When interest rates rise, the market value of fixed rate securities decreases.

**Internal Control.** Policies and procedures that are established to provide reasonable assurance that specific government objectives are achieved and that assets are safeguarded.

**Investment.** The purchase of securities which, upon analysis, promise safety of principal and a satisfactory return. These factors distinguish investment from speculation.

**Investment Objective.** The aim, goal or desired end of action of the investment activity.

**Investment Pool.** An entity created to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are safety, liquidity, and yield. (Sometimes called Local Government Investment Pool.)

It is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages.

**Investment Strategy.** Method proscribed to objectives of the City. The overall plan or achieve the investment Securities are also highly liquid and are widely accepted.

**Laddered Maturity.** An investment strategy whereby investments are purchased to mature at regular intervals.

**Liquidity.** The measure of an investment's ability to be converted quickly and easily into cash without a substantial loss of value.

**Local Government Investment Pool.** See Investment Pool.

**Market Rate of Return.** A general term referring to the approximate interest rate that could be earned by an investor in a specific maturity range at any given point in time. For example, an investor seeking to earn a "market rate of return" while maintaining an investment portfolio with an average maturity of 90 days, would hope to earn approximately the same as a three-month agency discount note. If the investor earns a rate much higher than this, it might signal an inappropriate level of risk.

**Market Risk.** The uncertainty of the value of the City's portfolio arising from changes in the market conditions of investment securities.

**Market Value.** The price, including accrued interest, at which a security is trading for which it can be readily sold or purchased.

**Maturity.** The date upon which the principal or stated value of an investment becomes due and payable.

**Money Market Mutual Fund.** A mutual fund that purchases short-term debt instruments, such as Treasury Bills, commercial paper, and bankers' acceptances, and which strives to maintain a stable net asset value of \$1.00.

**Mutual Fund.** Investment companies that sell shares to investors, offering investors diversification and professional portfolio management. Prices generally fluctuate with the performance of the fund.

**Net Asset Value.** The ratio of the market value of the portfolio divided by the book value of the portfolio

**Par.** The value of a security as expressed on its face (face value) without consideration of a discount or premium.

**Pledge.** The grant of a collateral interest in investment securities by the depository bank as assurance of the safety of City deposits.

**Pooled Fund Group.** The combination of various accounts and funds of the City in a single, internally-created investing entity.

**Portfolio.** The collection of securities held by an investor.

**Principal.** The capital sum of an investment, as distinguished from interest.

**Premium.** The difference between the cost price and the face value at maturity in cases where the cost price is higher than the face value.

**Rate-of-Return.** See **Yield.**

**Repurchase Agreement (REPO).** An investment arrangement in which the holder of a security sells that security to an investor (the City) with an agreement to repurchase the security at a fixed price and on a fixed date.

**Reverse Repurchase Agreement.** An investment arrangement by which the City sells a security to a third party, such as a bank or broker/dealer, in return for cash and agrees to repurchase the instrument from the third party at a fixed price and on a fixed date. The City would then use the cash to purchase additional investments. This type of investment is prohibited in the City's portfolio, except to the extent used by local government investment pools with which the City invests.

**Safekeeping.** An arrangement whereby a bank holds securities and other valuables for protection in exchange for a fee.

**Safety.** The assurance of the undiminished return of the principal of the City's investments and deposits.

**Secondary Market.** A market for the purchase and sales outstanding securities following their initial distribution.

**SEC Rule ISCJ-1 (Uniform Net Capital Rule).** Security and Exchange Commission requirement that member firms and nonmember broker/dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1.

**Security.** A financial instrument that signifies an ownership interest, the right to an ownership interest, or creditor status.

**Security Risks.** The uncertainty of the value of a security dependent on its particular qualities.

**Time Deposits.** Deposits at the depository bank that are not due and payable until

a specific date.

**United States Agency Securities.** Debt instruments issued by an executive department, an independent federal establishment, or a corporation or other entity established by Congress which is owned in whole or in part by the United States of America.

**United States Treasury Securities.** Debt instruments issued by the Treasury of the United States.

- **Treasury Bills** are issued for short-term borrowings (less than one year);
- **Treasury Notes** are issued for mid-term borrowings (Two. - ten years);
- **Treasury Bonds** are issued for long- term borrowings (over ten years).

**Yield.** The rate of annual income return on an investment, expressed as a percentage.

**TEXAS PUBLIC FUNDS  
INVESTMENT ACT  
CERTIFICATION BY BUSINESS ORGANIZATION**

**CITY OF GLENN HEIGHTS, TEXAS**

This certification is executed on behalf of the City of Glenn Heights, Texas (the "City"), and

\_\_\_\_\_ ("The Business Organization"), pursuant to the Public Funds Investment Act, Chapter 2256, Texas Government Code (the "Act") in connection with investment transactions conducted between the City and the Business Organization.

The undersigned Qualified Representative of the Business Organization hereby certifies on behalf of the Business Organization that:

1. The undersigned is a Qualified Representative of the Business Organization offering to enter an investment transaction with the Investor as such terms are used in the Public Funds Investment Act, Chapter 2256, Texas Government Code; and
2. The Qualified Representative of the Business Organization has received and reviewed the Investment Policy furnished by the City; and
3. The Qualified Representative of the Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Business Organization and the City that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards.

Qualified Representative of Business Organization [Sample]

Firm: \_\_\_\_\_

\_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# **PURCHASING POLICY**



**CITY OF GLENN HEIGHTS  
RESOLUTION NO. R- 09 -10**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
GLENN HEIGHTS, TEXAS APPROVING AND ADOPTING A  
PURCHASING POLICY FOR THE CITY OF GLENN HEIGHTS AND  
REPEALING THE PURCHASING POLICY ADOPTED JULY 17,  
2006.**

**WHEREAS**, the City Council of the City of Glenn Heights, Texas believes it is vitally important to adopt a City Purchasing Policy that is in compliance with the City of Glenn Heights City Charter and the Texas Local Government Code; and

**WHEREAS**, the City Council of the City of Glenn Heights, Texas believes that a City Purchasing Policy should help ensure that any purchases follow practices that guarantee that City funds are being spent as effectively and efficiently as possible; and

**WHEREAS**, the current City Purchasing Policy was adopted by the City Council by motion on July 17, 2006; and

**WHEREAS**, changes in Law have occurred since the last City Purchasing Policy was adopted; and

**WHEREAS**, laws regulating purchasing can change every two years; and

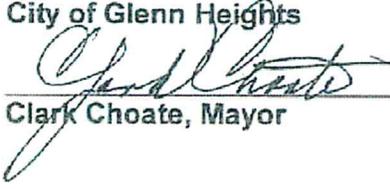
**WHEREAS**, the proposed City of Glenn Heights City Purchasing Policy is incorporated in the Purchasing Manual that is attached as Exhibit 'A',

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Glenn Heights, Texas:

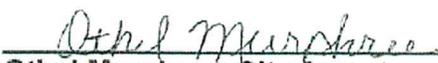
1. Adopts the City of Glenn Heights City Purchasing Policy attached hereto as Exhibit "A" "Purchasing Manual" and incorporated herein for all purposes; and
2. Repeals the previously adopted City Purchasing Policy, and
3. Acknowledges and provides that in the event the Legislature amends the laws regarding purchasing and procurement by municipalities in a manner that affects or modifies the procedures contained in the Glenn Heights Purchasing Manual, such amendment shall be considered to be effective as a modification of the Glenn Heights purchasing regulations unless specifically addressed by ordinance or resolution adopted by the City Council providing otherwise.

ADOPTED AND APPROVED on this the 15th day of March, 2010.

City of Glenn Heights

  
\_\_\_\_\_  
Clark Choate, Mayor

ATTEST:

  
\_\_\_\_\_  
Othel Murphree, City Secretary

# CITY OF GLENN HEIGHTS



## PURCHASING MANUAL

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(12/29/09)

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## I. INTRODUCTION

Purchasing, a division of the Finance Department, is designated as the central procurement and property disposal function for all departments of the City of Glenn Heights. It is responsible for assisting all departments in locating and securing supplies, equipment or services in the most efficient and economical way. The Purchasing division operates as a service agency and should be included in all stages of acquisition; from the planning stages, to the ordering and receiving. The intention is not to influence what is purchased but to utilize the division's, knowledge and expertise of purchasing techniques and products. It ensures compliance with the State's competitive bidding statutes and the City's Purchasing Policy.

## II. PURCHASING PROCEDURES

The following purchasing procedures are outlined in accordance with the dollar threshold of the level of expenditure. The user department may obtain all quotations below \$3,000. Three quotes **are required** on **all** purchases over \$501 and must be submitted with the purchase order. The Department Head **must** handle all purchases estimated over \$3,000.

### Petty Cash

After Department Head permission is obtained, minor purchases of goods or services that are less than \$100 may be purchased by the department directly from the vendor. The cost is reimbursed from the Petty Cash Fund upon presentation of a paid invoice and a signed Petty Cash Voucher Form. This form is available through the Finance Department. Petty cash is issued by the Department's Administrative Assistant or the Accounts Payable Clerk at all City Municipal Centers. The procurement of goods or services over \$100, (which cannot be purchased from the Petty Cash Fund) must be submitted on a Direct Purchase Order or a Purchase Requisition.

### Expenditures for Goods or Services \$1 - \$2,999

Departments are allowed to make purchases up to \$500 without obtaining 3 quotes.

### Expenditures for Goods or Services \$3,000 - \$49,999

Expenditures for goods and services of \$3,000 but not exceeding \$49,999 are bid on an informal basis. Texas Local Government Code Chapter 252.0215 requires that a municipality, in making an expenditure of \$3,000 but less than \$50,000, shall contact at least two Historically Underutilized Businesses (HUBs) on rotating basis, based on information provided by the General Services Commission. Once the bids have been received and the apparent low bidder has been identified, the Department Head shall submit a purchase requisition accompanied with a memorandum recommending a bidder. When the Department Head receives all the required information a written recommendation for approval is submitted to the Finance Director and the City Manager. After authorization has been received, the purchase requisition is processed.

### **Expenditures for Goods or Services \$50,000 and Over**

Expenditures over \$50,000 are bid on a formal basis and require City Council approval. All departments are encouraged to plan their purchases a minimum of six (6) weeks in advance to allow time for the processing of bid specifications and advertisements.

Bids for goods or services costing more than \$50,000 must be advertised in the local newspaper for two (2) consecutive weeks and may be opened the following week. Once the bids are formally opened and tabulated, they are sent to the Department Head. The Department Head evaluates the bid proposals and submits a written recommendation to the Finance Director and the City Manager. At that time, the item can be placed on the City Council Agenda.

### **Conflict of Interest/Disclosure Statement**

- ❖ Chapter 176, Local Government Code was passed during the 2005 legislative session and became effective on January 1, 2006.

#### **Vendor:**

- ❖ The statute requires vendors conducting business or seeking to conduct business with a City to file a Conflict of Interest Questionnaire. (Attachment D) with the City Secretary's Office no later than seven (7) business days after contract negotiations begin or after an application, bid or other writing relating to a potential contract is submitted to the City.
- ❖ Vendors conducting long-term business with the City must keep their Conflict of Interest Questionnaire up-to-date by re-filing annually or upon an event that would make the questionnaire inaccurate.
- ❖ Vendors commit a Class C misdemeanor for failing to submit the Conflict of Interest Questionnaire.

#### **Local Government Officer:**

- ❖ The statute requires that mayors, council members, city managers or department heads, and certain other city officials (all referred to as "city officers" throughout this article) file a Conflict Disclosure Statement (Attachment E) with the City's records administrator (usually the City Secretary) within seven (7) days of becoming aware of either of the following situations:

1. A City officer or the officer's family member (parent/child, brother/sister, son-in-law, daughter-in-law, etc.) has an employment or business relationship that results in taxable income with a person who has contracted with the City or with whom the City is considering doing business.
2. A City officer or the officer's family member receives and accepts one or more gift with an aggregate value of \$250 in the proceeding twelve months from a person who conducts business or is being considered for business with the officer's City.

### **Sole Source Purchases**

A written memo explaining and fully describing the conditions that make the supplier a "sole source" should accompany requisitions for any goods or services, which can only be supplied by only one source. The memorandum shall accompany the Purchase Requisition, the invoice and check request and shall be filed with the Finance Department for audit purposes.

### **Cooperative Purchasing Programs**

Pursuant to Section 271.081, et seq., cooperative purchasing programs give volume purchasing power to local governments. Under such programs, the City can purchase goods and services from state term contracts, TXMAS contracts, and piggyback contracts, including co-op contracts established by local Councils of Government and through affiliation with TML. Using these services through the State of Texas CO-Op will meet the City's competitive bidding requirements. The Department Head and the Finance Director should check these sources, especially in the case of sole source procurements, to see if the goods or services sought may be obtained through any cooperative sources.

### **Request for Proposal (RFP)**

Competitive proposals are similar to competitive bids, but are limited in scope by Texas Statutes. They can only be used for procurements of high-technology products or services.

The main differences between proposals and bids are:

- ❖ The specification is written using performance standards rather than a description of the goods or services. The specification also lists the factors by which the proposal will be judged, and the weight to be given to each factor.

- ❖ Vendors submit Proposals of their own design for a system to satisfy the requirements set forth in the RFP. Proposals may incorporate entirely different hardware or services to accomplish the same performance.
- ❖ After Proposals are received, the municipality may enter into negotiations with as many vendors as have submitted feasible Proposals in order to arrive at the best possible Proposal for each vendor.

Although there is no legal requirement to do so, RFPs are often used to procure professional or personal services. While the Professional Services Procurement Act (VTCA Government Code, Chapter 2254), prohibits using competitive bids to procure those covered professional services, there is no problem with using a concept based on the competitive proposal to obtain qualifications and rates charged for professional services from interested professionals. The only requirement is that the selection not be based on the rates but on the qualifications of the vendor.

### High-Technology Purchase

A RFP is used when purchasing services of a highly technical nature such as the Following;

- ❖ Data Processing equipment and software,
- ❖ Telecommunications equipment, radio and microwave systems,
- ❖ Electronic distributed control systems such as building energy management systems.

Specifications are written as a Request for Proposal instead of a Request for Bid. All evaluation criteria must be defined. The award of the contract does not have to go to the lowest bidder, but to the best-quoted proposal.

### III. PURCHASING CARD POLICY

The Purchasing Card is a credit card that can be used for small purchases. It is a fast and flexible tool to be used for purchases under \$2,999. The card is to be used only for official city purchases; any other use is a violation of the Personnel Policy and is subject to disciplinary measures.

#### Instructions for Using Purchasing Cards:

1. Department Head should check the budget to verify that funds are available to cover the purchase.
2. If the purchase is under \$2,999 including shipping fees, and within the designated card purchasing limit, proceed with the purchase either at the vendor location, by phone or online.

3. Make certain the vendor is aware of the "Tax Exempt Status". If an exemption certificate is needed, call Finance to have one faxed to the vendor.
4. Obtain a copy of the charge/sales receipt or packing list, and submit to the Administrative Assistant for processing.
5. Statements are distributed once per month and given to the Administrative Assistant(s) for reconciliation and coding.
6. When processing check requests, correct coding of account information is imperative, be sure to include all back up documentation and submit to Department Head for approval.
7. Completed check requests (Attachment C) are submitted to Finance Accounts Payable Clerk for final processing.

#### **IV. PURCHASE REQUISITION**

##### **Purpose of a Purchase Requisition**

The Purchase Requisition (Attachment B) is an instrument designed to expedite and control buying for the City. It is used in all large purchases over \$2,999. Three quotes (Internal Quote – Attachment F) must be obtained and documented on the Purchase Requisition. All back-up documentation shall be attached to the Purchase Requisition and submitted to the Department Head for approval of the purchase.

\*\*Some Vendors may require a "purchase order"; in that case, issue the vendor a purchase requisition number ("PR number"). The PR number will be issued by the Accounts Payable Department.

#### **V. CAPITAL ASSETS**

##### **Identifying Expenditures for Capital Assets**

Capital assets are purchases for real and personal property (such as land, buildings, fixtures, furniture, vehicles, and equipment) classified as line item "Capital Outlay" in the City's budget and meet the following guidelines:

1. The expected full useful life must be one year or more;
2. The original unit cost of the item should be \$5,000 or greater. The cost should include all delivery fees, installation, and accessories, and/or any reasonable and necessary costs incurred to place the asset in its intended location and prepare for its intended use;
3. The item must not be consumed, unduly altered, or materially reduced in value immediately by its use;

4. If the item is to be part of a set or multiple units, and the total value of the set is \$5,000 or greater, then it should be considered a capital item asset;
5. Expenditures that increase the existing life of an asset and/or add value to existing asset; or
6. Other items as defined by generally accepted accounting principles.

#### **Items not Considered Capital Assets**

1. Items that require regular replacement because of rapid wear;
2. Any item where a one-time use of the item will destroy it; or
3. Maintenance on an existing fixed asset to merely return the item to a functioning product, such as equipment repairs and clearing underground water and sewer lines.

### **VI. INVOICING**

As goods and/or services are received, invoices are processed. A check request is processed by the Department and approved by the Department Head. Copies are retained by the Department and then forwarded to the Finance Department for payment.

### **VI. EMERGENCY PURCHASES**

When an emergency occurs during office hours, contact the Department Head to receive authorization for the emergency purchase (a purchase not planned for in the normal budgetary process). Authorization for purchases over \$2,500 will be subject to approval by the Finance Director. After business hour emergency purchases would require written justification from the Department Head, as soon as practicable. Submit all documentation and the written justification to the Finance Director.

A Purchase Requisition shall be submitted to the Finance Director for approval. At that time the purchase may be completed.

All Capital Outlay requests must be submitted on a Purchase Requisition.

**EMERGENCIES CREATED THROUGH NEGLECT MUST BE AVOIDED. THEY ARE EXAMPLES OF POOR PLANNING ON THE PART OF THE DEPARTMENT CONCERNED.**

Typical examples of emergencies created through neglect are:

- ❖ Depletion of stock due to negligence,
- ❖ Building or equipment needing repairs for some time, suddenly becoming an emergency over night,
  
- ❖ Materials for projects, which must be planned weeks or months ahead of time, requested just before desired time.

## VII. SPECIFICATIONS

A specification is no more than an accurate description of the material or equipment to be purchased.

A good specification should be:

- ❖ As simple as possible, but specific enough that a loophole will not allow a bidder to evade any of the provisions and, thereby, take advantage of the City.
- ❖ Identified, when possible, with some brand or specification already on the market.
- ❖ Capable of being checked. It should describe the method of checking which will govern acceptance or rejection.
- ❖ Capable of being met by several bidders.
- ❖ Clear, misunderstandings can be expensive.
- ❖ Flexible, thus allowing the City to take advantage of new products available.

## VIII. GENERAL INFORMATION

### Insurance Requirements

A Contractor or Vendor shall secure and maintain insurance as will protect him from claims under the Worker's Compensation Act (statutory amounts), and from claims for bodily injury, death, or property damage, which may arise from the performance of his services under this agreement (Commercial General Liability Insurance) with minimum coverage of \$500,000 per occurrence and \$1,000,000 annual aggregate for bodily injury or death and property damage, written on an occurrence basis.

The Contractor or Vendor shall, at a minimum maintain:

Comprehensive Automobile Liability Insurance covering all owned, non-owned, and hired vehicles with combined single limit coverage of \$500,000

for bodily injury, death, or property damage, written on an occurrence basis.

CONTRACTOR shall maintain, at no expense to City, a professional liability (errors and omissions) insurance policy placed with a company rated at least A-/VII by Best's Key Rating Guide, authorized to do business in Texas, in an amount not less than one million dollars (\$1,000,000).

- ❖ All policies, except Worker's Compensation, shall name the City as an additional insured.
  
- ❖ All policies shall contain a waiver of subrogation in favor of the City and require the giving of written notice to the City at least thirty (30) days prior to cancellation, non-renewal or material modification of any policies. The Contractor or Vendor shall furnish the City with copies of said policies or certificates evidencing such coverage.

### **Signatures/Authorization**

Applications for Title, Tax Exemption Certificates, Agreements, and Contracts shall not be signed by any City employee unless authorized in writing by the City Manager or other proper official.

### **Avoiding Duplicate Purchases**

When a Purchase Requisition is submitted to the Department Head, certain criteria shall be verified to avoid and/or eliminate duplicative purchases.

- ❖ If a purchase is a fixed asset, the Capital Outlay list is referenced, and the item and the costs are recorded.
- ❖ All purchases over \$3,000 and under \$50,000 require the City Manager approval.
- ❖ All purchases exceeding \$50,000 require the City Council's approval.

All of the above procedures and checkpoints assist in the avoidance of duplicative purchases.

### **Disposition of City Property**

Surplus property, confiscated property, abandoned vehicles and real estate shall be sold in accordance with State Law. Property declared unusable shall be destroyed. With the City Manager's approval, property deemed usable may be donated to another entity or for a public purpose use.

Money received from the sale of equipment shall be placed in the City's account.

Seized and subsequently forfeited property will be handled according to other

local, state or federal laws and regulations as may apply to the property, its disposition and/or use of funds from such disposition and both Department Heads as well as the Finance Director should be consulted prior to the disposition of any City property.

### **Grant Funds**

Proceeds from disposed equipment acquired with grant funds shall be placed in a special revenue account as required or designated in the grant specifications.

If property purchased with grant funds is sold or destroyed, to insure that grant requirements are met, all funds and/or destroyed property must be tracked according to the grant specifications. There may be other requirements that must be met (e.g. prior approval of the grant agency) so caution should be exercised and the Finance Director must take steps to ensure that all grant requirements and specifications are met prior to use of items purchase with grant funds or disposition of items purchased with grant funds.

### **Code of Ethics**

Public employment is a public trust. It is the policy of the City of Glenn Heights to promote the objective of protecting government integrity and of facilitating the recruitment and retention of personnel needed by the City of Glenn Heights. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public service.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the City of Glenn Heights.

To achieve this purpose, it is essential that those conducting business with the City of Glenn Heights also observe the ethical standard prescribed below:

1. It shall be a breach of ethics to attempt to realize personal gain through public employment with the City of Glenn Heights by any conduct inconsistent with the proper discharge of the employee's duties.
2. It shall be a breach of ethics to attempt to influence any public employee of the City of Glenn Heights to breach standards of ethical conduct set forth in this code.
3. It shall be a breach of ethics for any employee of the City of Glenn Heights to participate directly or indirectly in a procurement when the employee knows that:

- ❖ The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
  - ❖ A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement;
  - ❖ Any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiation or has a an arrangement concerning prospective employment is involved in the procurement;
4. It shall be a breach of ethics to offer, give or agree to give any employee or former employee of the City of Glenn Heights, or for any employee or former employee of the City of Glenn Heights to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any preceding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement of a contract or subcontract, or to any solicitation or proposal, thereof, pending before this government.
  5. It shall be a breach of ethics for any employee or former employee of the City of Glenn Heights knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

### **Bid Openings**

All formal responses to IFBs or RFPs shall be submitted to the requesting Department Head where they are date and time stamped upon receipt. Bid openings are conducted weekly on Tuesdays and Thursdays at 2:00 p.m. at the location specified in the IFB or RFP. Vendors and the public are invited and encouraged to attend. Bids/Proposals received after the specified date and time are disqualified. Late Bids/Proposals cannot be considered for award of purchase.

### **Bidder's Protest Procedure**

1. **PROTEST:** A protest, if any, shall be submitted to the City of Glenn Heights Finance Director for transmittal to and consideration by the City of Glenn Heights Protest Committee. This committee shall be comprised of the City Manager, a representative from the Finance

Department, and a representative from the requesting department. A protest must be submitted in writing and must be supported by sufficient information to enable the protest to be considered. A protest will not be considered if it is insufficiently supported or it is not received within the time limits set forth in the Section entitled, "Timeliness," (below). A protest may be submitted upon the following reasons:

- ❖ A protest relating to restrictive procedures, alleged improprieties, or other similar situations arising prior to bid opening,
- ❖ A protest of a final ruling relating to requests for changes to or approval of equals, clarifications and modifications of the specifications, as set forth in the Pre-Bid Approval Section,
- ❖ A protest of the award of contract or alleged impropriety arising after bid opening as set forth in the Section, "Timeliness," (below).

2. TIMELINESS: To be effective, a protest must be submitted so that it is received by the Finance Department by the following deadlines:

- ❖ A protest based upon restrictive procedures, alleged improprieties, or other similar situations arising prior to bid opening must be received by the City of Glenn Heights Finance Director no later than five (5) working days prior to the specified bid opening date and may only be protested once.
- ❖ A protest based upon a final ruling relating to requests for "changes to" or "approval of equals," clarifications and modifications of the specifications, must be received by the City of Glenn Heights Finance Director within five (5) working days following the issuance of the final ruling.
- ❖ A protest of the award of contract or alleged impropriety arising after the bid opening must be received by the City of Glenn Heights Finance Director within five (5) working days following the earlier of the date on which the Bidder knew, or the date on which a diligent Bidder would have known, of the award or alleged impropriety.

3. PRE-BID APPROVALS: The Finance Director's written approval must be obtained prior to bid submission for :

- ❖ Any clarification of the specifications; or

- ❖ Any sample or engineering detail in which the technical specifications are required to be submitted before bidding, including substitution of any required bid or contract form; or
- ❖ Any modifications to the specifications which the Bidder maintains are restrictive and which the Bidder proposes be altered, amended or changed.

ATTACHMENT "A"  
PETTY CASH VOUCHER



CITY OF GLENN HEIGHTS PETTY  
CASH VOUCHER

DATE:	AMOUNT
RECEIVED BY:	Signature: _____
PURPOSE:	
PAID BY:	Signature: _____
ACCOUNT #:	

Attach receipt(s) here:

ATTACHMENT "B"  
PURCHASE REQUISITION



**PURCHASE REQUISITION**  
THE CITY OF GLENN HEIGHTS, TEXAS

P.R. Number \_\_\_\_\_

Requesting Department Police

Project Name: \_\_\_\_\_

Council Approval Date N/A

Project Number: \_\_\_\_\_

Agenda Item \_\_\_\_\_

USED FOR PURCHASES \$3,000 AND UP, ALSO FOR (RFP)'s

REQUISITION INFORMATION				
Item Description	Qty	Unit Price	Total Price	Account Code
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>Requisition Total</b>			\$0.00	
INSTRUCTIONS / NOTES				
RECOMMENDED VENDOR INFORMATION				
Name and Address				
State, Zip and Contact Name and Number				
<b>CAPITAL ASSET – \$5,000 AND ABOVE WITH A SERVICE LIFE EXCEEDING ONE YEAR</b>				
Ensure a completed Capital Asset form is attached.				
_____ Finance Director		_____ Date		
SOFTWARE / HARDWARE				
Finance Director signature required for software or hardware purchases.				
_____ Finance Director		_____ Date		
Requested by: _____		Date _____		Approved by: _____ Date _____

ATTACHMENT "C"  
CHECK REQUEST



# CHECK REQUEST

Vendor #: \_\_\_\_\_

Vendor Name \_\_\_\_\_

Invoice #: \_\_\_\_\_

Address: \_\_\_\_\_

Invoice Date: \_\_\_\_\_

Amount of Request: \_\_\_\_\_

**Charge To The Following Account(s):**

**Amount:**

01	_____	_____
02	_____	_____
03	_____	_____
04	_____	_____
05	_____	_____
06	_____	_____
07	_____	_____
08	_____	_____
09	_____	_____
10	_____	_____

*Handwritten signature*

Total Amount of Check \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Instructions:**

Mail Check Yes: \_\_\_\_\_ No: \_\_\_\_\_ With Attachments: Yes: \_\_\_\_\_ No: \_\_\_\_\_

I will Pick Up Check in Finance Yes: \_\_\_\_\_ No: \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

Requested By: \_\_\_\_\_ Department: \_\_\_\_\_

Department  
Manager /  
Director

Approval: \_\_\_\_\_

Date Submitted \_\_\_\_\_

ATTACHMENT "D"  
CONFLICT OF INTEREST QUESTIONNAIRE  
<http://www.ethics.state.tx.us/forms/CIQ.pdf>

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor or other person doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.  
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).  
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.  
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

**OFFICE USE ONLY**

Date Received

1 Name of person who has a business relationship with local governmental entity.

2  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes  No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes  No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes  No

D. Describe each employment or business relationship with the local government officer named in this section.

4

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

Adopted 06/29/2007

ATTACHMENT "E"  
LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE  
STATEMENT

<http://www.ethics.state.tx.us/forms/CIS.pdf>

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of person described by Sections 176.002(a) and 176.003(a), Local Government Code

4 Description of the nature and extent of employment or other business relationship with person named in item 3

5 List gifts accepted by the local government officer and any family member, excluding gifts described by Section 176.003(a-1), if aggregate value of the gifts accepted from person named in item 3 exceed \$250 during the 12-month period described by Section 176.003(a)(2)(B)

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

### 6 AFFIDAVIT

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to a family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a), Local Government Code.

\_\_\_\_\_  
Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day  
of \_\_\_\_\_, 20 \_\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
Signature of officer administering oath

\_\_\_\_\_  
Printed name of officer administering oath

\_\_\_\_\_  
Title of officer administering oath

Adopted 06/29/2007

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity; or an employee of a local governmental entity with respect to whom the local governmental entity has, in accordance with Section 176.005, extended the requirements of Sections 176.003 and 176.004. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a Class C misdemeanor.

Please refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of person described by Sections 176.002(a) and 176.003(a), Local Government Code.** Enter the name of the person described by Section 176.002, Local Government Code with whom the officer has an employment or other business relationship as described by Section 176.003(a), Local Government Code.
- 4. Description of the nature and extent of employment or business relationship with person named in item 3.** Describe the nature and extent of the employment or other business relationship with the person in item 3 as described by Section 176.003(a), Local Government Code.
- 5. List gifts accepted, excluding gifts described by Section 176.003(a-1), if aggregate value of the gifts accepted from person named in item 3 exceed \$250.** List gifts accepted during the 12-month period (described by Section 176.003(a), Local Government Code) by the local government officer or family member of the officer, excluding gifts described by Section 176.003(a-1), from the person named in item 3 that in the aggregate exceed \$250 in value.
- 6. Affidavit.** Signature of local government officer.

Adopted 06/29/2007

ATTACHMENT "F"  
INTERNAL QUOTE



# CITY OF GLENN HEIGHTS INTERNAL QUOTE

Employee Name:	Department: Police
----------------	--------------------

QUOTE 1:		Item Description:
Date:	Time:	HUB Vendor Yes <input type="checkbox"/> No
Company Name:		Contact Name:
Telephone Number:		Fax Number:
Terms of Bid:		Amount of Bid (include freight, installation, etc.):
Comments:		

QUOTE 2:		Item Description:
Date:	Time:	HUB Vendor Yes <input type="checkbox"/> No
Company Name:		Contact Name:
Telephone Number:		Fax Number:
Terms of Bid:		Amount of Bid (include freight, installation, etc.):
Comments:		

QUOTE 3:		Item Description:
Date:	Time:	HUB Vendor Yes <input type="checkbox"/> No <input type="checkbox"/>
Company Name:		Contact Name:
Telephone Number:		Fax Number:
Terms of Bid:		Amount of Bid (include freight, installation, etc.):
Comments: The number of available vendors is limited. Unable to locate another vendor, with comparable product.		

**•\$501 to \$2,999 - Requires three Quotes**  
**•\$3,000 to \$49,999 - Requires a Minimum of Three Quotes with Two (HUB) Vendors**



# FUND BALANCE POLICY



## RESOLUTION R-02-12

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS AUTHORIZING A COMPREHENSIVE FUND BALANCE POLICY IN ACCORDANCE WITH GOVERNMENTAL ACCOUNTING STANDARDS BOARD ("GASB) STATEMENT NO. 54.**

**Whereas**, the Governmental Accounting Standards Board ("GASB") has issued Statement No. 54, Fund Balance Reporting and governmental Fund Type Definitions ("GASB-54"). The primary objective of this new standard is to improve the usefulness and comparability of fund balance information by reporting fund balance in more intuitive and meaningful components. This standard also clarifies the definitions of the different types of funds that a governmental entity may set up for financial reporting purposes;

**Whereas**, GASB-54 now requires our City to classify the fund balance amounts reported within our financial statements in accordance with five new and more detailed classifications shown below. These categories are as follows".

**Nonspendable - Fund Balance** – Fund balance reported as "nonspendable" represents fund balance with inventory or prepaid items. The cash outlay for these types of items has already been made and therefore the resources represented by this fund balance category cannot be spent again; hence the term "nonspendable".

**Restricted fund Balance** – Fund balance reported as "restricted" represents amounts that can be spent only on the specific purposes determined by law or by the external providers of those resources.

**Committed Fund Balance** - Fund balance reported as "committed" includes amounts that can be used only for the specific purposes determined by a formal action of our City's highest level of decision-making authority.

**Assigned Fund Balance** – Fund balance reported as "assigned" represents amounts intended to be used for specific purposes, but not meeting the criteria to be reported as committed or restricted fund balance. In addition, our governing body may grant to an administrator within our organization the authority to "assign" fund balance.

**Unassigned Fund Balance** – Fund balance reported as "unassigned" represents the residual classification of fund balance and includes all spendable amounts not considered within the other classifications; and

**Whereas**, GASB-54 is effective for periods beginning after June 15, 2010. Therefore our City is required to implement this new standard starting with Fiscal Year 2010/2011.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS THAT:**

**SECTION 1.** In accordance with GASB-54, and as described in Exhibit A, a written Comprehensive Fund Balance Policy is formally adopted depicting the procedures that will be used for committing fund balance, assigning fund balance, how stabilization funds, if any, will

## COMPREHENSIVE FUND BALANCE POLICIES

### 1.0 Policy on Committing Funds

In accordance with GASB-54, it is the policy of this City that fund balance amounts will be reported as "Committed Fund Balance" only after formal action and approval by the City Council. The action to constrain amounts in such a manner must occur prior to year end; however, if the actual dollar amount is not known that may be determined in the subsequent period.

For example, the City Council may approve a motion prior to year end to report within the year-end financial statements, if available, up to a specified dollar amount as Committed Fund Balance for Capital Projects. The exact dollar amount to be reported as Committed Fund Balance for Capital Projects may not be known at the time of approval due to the annual financial audit not yet being completed. This amount can be determined at a later date when known and appropriately reported within the year-end financial statements due to the governing body approving this action before year-end.

It is the policy of this City that the governing body may commit fund balance for any reason that is consistent with the definition of Committed Fund Balance contained within GASB-54. Examples of reasons to commit fund balance would be to display intentions to use portions of fund balance for future capital projects, stabilization funds, or to earmark special General Fund revenue streams unspent at year-end that are intended to be used for specific purposes.

After approval by the City Council, the amount reported as Committed Fund Balance cannot be undone without utilizing the same process required to commit the funds. Therefore, in accordance with GASB-54, it is the policy of this City that funds can only be removed from the Committed Fund Balance category after motion and approval by the City Council.

### 2.0 Policy on Assigning Funds

In accordance with GASB-54, funds that are *intended* to be used for a specific purpose but have not received the formal approval action at the governing body level may be recorded as Assigned Fund Balance. Likewise, redeploying assigned resources to an alternative use does not require formal action by the governing body.

GASB-54 states that resources can be assigned by the governing body or by another internal body or person whom the governing body gives the authority to do so, such as a budget committee or the City Manager.

Therefore, having considered the requirements to assign fund balance, it is the policy of this City that the City Manager will have the authority to assign fund balance of this organization based on intentions for use of fund balance communicated by the governing body.

### 3.0 Policy on Order of Spending Resources

It is the policy of this City that when expenditures are incurred that would qualify as expenditures of either Restricted Fund Balance or Unrestricted Fund Balance (Committed, Assigned, or Unassigned), those expenditures will first be applied to the Restricted Fund Balance category.

Furthermore, it is the policy of this City that when expenditures are incurred that would qualify as a use of any of the Unrestricted Fund Balance categories (Committed, Assigned, or Unassigned), those expenditures will be applied in the order of Committed first, then Assigned, and then Unassigned.

### 4.0 Policy on the Acceptable Minimum Level of Fund Balances

It is the policy of this City to maintain at all times an overall Unrestricted Fund Balance (Unassigned Fund Balance) of not less than sixty (60) days of regular General Fund operating expenditures, and forty-five (45) days of Utility Fund operating expenditures, both measured based on the most recently completed fiscal year. If it is determined that the City is below this minimum established fund balance level, the governing body will be informed of this condition and take necessary budgetary steps to bring the fund balance level into compliance with this policy through budgetary actions.

### 5.0 Review of Governmental Fund Classifications

This City desires that the governmental fund types available for use in governmental financial reporting be appropriately selected based on the GASB-54 definitions of these fund types. Furthermore, the fund balance categories utilized within each these fund types are also to be appropriately selected from the new GASB-54 classifications.

Therefore, after consideration of the purpose of each governmental fund type, it is the policy of this City to limit the fund balance categories that may be used with each governmental fund type as follows:

General Fund

Nondisposable Fund Balance  
Restricted Fund Balance  
Committed Fund Balance  
Assigned Fund Balance  
Unassigned Fund Balance

Debt Service Funds

Restricted Fund Balance  
Committed Fund Balance  
Assigned Fund Balance

Capital Projects Funds

Restricted Fund Balance  
Committed Fund Balance  
Assigned Fund Balance

Special Revenue Funds

Restricted Fund Balance  
Committed Fund Balance  
Assigned Fund Balance

be determined, order of spending the fund balance categories, minimum fund balance levels, and use of governmental fund types.

**SECTION 2.** The above recitals as hereby found to be true and correct and incorporated herein for all purposes.

**SECTION 3.** Any and all other Fund Balance Policies that were adopted for governmental funds prior to the date of this Resolution shall be replaced with this Resolution.

**SECTION 4.** This Resolution shall be in full force and effect from and after its passage.

**READ, CONSIDERED, PASSED, AND ADOPTED** by the City Council of Glenn Heights at a regular meeting on the meeting on the **3<sup>rd</sup>** day of January, 2012.

  
Victor Pereira, Mayor

ATTEST:

  
Othel Murphree, City Secretary

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**GLOSSARY**



## GLOSSARY OF TERMS

The Investment Policy contains specialized and technical terminology that is unique to cash management and investment activities. The following glossary of terms is provided to assist in understanding these terms.

**Affinity.** Related through marriage.

**Agencies.** See U.S. Agency securities.

**Bankers' Acceptances.** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer. When discounted and sold in the secondary market, bankers' acceptances become a short-term investment alternative.

**Book Value.** The cost of a security as recorded in the City's accounting records. For purposes of evaluating a sale of a security, it is a function of the original cost, the amortization of premium or discount, and the accrued interest. Specifically, it is the face value of the security plus the accrued interest plus any unamortized premium or minus any unamortized discount. Book value is often compared to market value, which is defined below.

**Broker.** A person or company that, for a fee or commission, brings buyers and sellers of securities together.

**Certificate of Deposit.** A time deposit with a specific maturity evidenced by a certificate.

**Collateral.** In general, assets which one party pledges as a guarantee of performance. Specifically, securities pledged by a bank to secure deposits of public monies. In the event of bank failure, the securities become the property of the public entity.

**Collateralized Mortgage Obligations (CMO's).** Securities based on a pool of home mortgages.

**Commercial Paper.** An unsecured promissory note issued primarily by corporations for a specific amount and maturing on a specific day. The maximum maturity for commercial paper is 270 days, but most frequently maturities do not exceed 30 days. Almost all commercial paper is rated by a rating service.

**Consanguinity.** Related by blood.

**Coupon.** The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. Also, a certificate attached to a bond indicating interest due on a payment date.

**Credit Risk.** The uncertainty that the principal amount of an investment will be returned without loss of value to the default of the borrower.

**CUSIP.** A unique security identification number assigned to securities maintained and transferred on the Federal Reserve book-entry system.

**Dealer.** A person or company that endeavors to profit from buying and selling investments for its own account.

**Delivery versus Payment (DVP).** A method of delivering securities that requires the simultaneous exchange of the security and the payment. It provides a safeguard against paying for securities before they are received.

**Demand Deposits.** Deposits at a financial institution that are available to the depositor upon the depositor's demand.

**Depository Bank.** The primary bank of the City. The relationship between the depository bank the City is governed by state law and by a depository contract that is approved by the City Council.

**Discount.** The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale is also considered to be at a discount.

**Discount Securities.** Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

**Diversification.** The strategy of dividing investments among a variety of securities offering independent risks and yields. Diversification lessens the likelihood of losing the entire portfolio of investments and averages yields among the investment alternatives.

**Discount.** The difference between the cost of a security and its value at majority, in cases where the cost is less than the value at majority.

**Fully Flexible Repurchase Agreement ("flex repo").** A specialized contract designed for the short-term investment of proceeds available from the sale of municipal bonds, notes and certificates. Flex repos allow for incremental repurchases, with the buyer/issuer (the City) retaining the right to force the seller to repurchase all, or a portion of, the sold securities held under repurchase agreement, at any time before the maturity date of the agreement, at a fixed rate for the life of the agreement.

**Hold Until Maturity.** This investment strategy is intended to avoid interest rate risk by maintaining ownership of an investment until it matures. At maturity, the face

value of the security is received, but in some cases where a security is sold before maturity, less than the face value and the book value is received. Please see interest rate risk defined below.

**Federal (FDIC) deposits.**

**Deposit Insurance Corporation.** A federal agency that insures bank security is sold before maturity, less than the face value and the book value is received. Please see interest rate risk defined below.

**Federal Funds Rate.** The rate of interest at which Federal funds are traded. This rate is currently set by the Federal Reserve through open-market operations.

**Federal Home Loan Banks (FHLB).** Created in 1932, this system consists of 12 regional banks, which are owned by private member institutions and regulated by the Federal Housing Finance Board. Functioning as a credit reserve system, it facilitates extension of credit through its owner members. Federal Home Loan Bank issues are joint and several obligations of the 12 Federal Home Loan Banks.

**Federal Home Loan Mortgage Corporation (FHLMC or Freddie Mac).** A stockholder-owned corporation that provides a continuous flow of funds to mortgage lenders, primarily through developing and maintaining an active nationwide market in conventional mortgages.

**Federal National Mortgage Association (FNMA or Fannie Mae).** FNMA, a federal corporation, is the largest single provider of residential mortgage funds in the United States.

**Interest Rate Risk.** The uncertainty of the return of principal on fixed rate securities that are sold prior to maturity. When interest rates rise, the market value of fixed rate securities decreases.

**Internal Control.** Policies and procedures that are established to provide reasonable assurance that specific government objectives are achieved and that assets are safeguarded.

**Investment.** The purchase of securities which, upon analysis, promise safety of principal and a satisfactory return. These factors distinguish investment from speculation.

**Investment Objective.** The aim, goal or desired end of action of the investment activity.

**Investment Pool.** An entity created to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are safety, liquidity, and yield. (Sometimes called Local Government Investment Pool.)

It is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages.

**Investment Strategy.** Method proscribed to objectives of the City. The overall plan or achieve the investment Securities are also highly liquid and are widely accepted.

**Laddered Maturity.** An investment strategy whereby investments are purchased to mature at regular intervals.

**Liquidity.** The measure of an investment's ability to be converted quickly and easily into cash without a substantial loss of value.

**Local Government Investment Pool.** See Investment Pool.

**Market Rate of Return.** A general term referring to the approximate interest rate that could be earned by an investor in a specific maturity range at any given point in time. For example, an investor seeking to earn a "market rate of return" while maintaining an investment portfolio with an average maturity of 90 days, would hope to earn approximately the same as a three-month agency discount note. If the investor earns a rate much higher than this, it might signal an inappropriate level of risk.

**Market Risk.** The uncertainty of the value of the City's portfolio arising from changes in the market conditions of investment securities.

**Market Value.** The price, including accrued interest, at which a security is trading for which it can be readily sold or purchased.

**Maturity.** The date upon which the principal or stated value of an investment becomes due and payable.

**Money Market Mutual Fund.** A mutual fund that purchases short-term debt instruments, such as Treasury Bills, commercial paper, and bankers' acceptances, and which strives to maintain a stable net asset value of \$1.00.

**Mutual Fund.** Investment companies that sell shares to investors, offering investors diversification and professional portfolio management. Prices generally fluctuate with the performance of the fund.

**Net Asset Value.** The ratio of the market value of the portfolio divided by the book value of the portfolio

**Par.** The value of a security as expressed on its face (face value) without consideration of a discount or premium.

**Pledge.** The grant of a collateral interest in investment securities by the depository bank as assurance of the safety of City deposits.

**Pooled Fund Group.** The combination of various accounts and funds of the City in a single, internally-created investing entity.

**Portfolio.** The collection of securities held by an investor.

**Principal.** The capital sum of an investment, as distinguished from interest.

**Premium.** The difference between the cost price and the face value at maturity in cases where the cost price is higher than the face value.

**Rate-of-Return.** See **Yield**.

**Repurchase Agreement (REPO).** An investment arrangement in which the holder of a security sells that security to an investor (the City) with an agreement to repurchase the security at a fixed price and on a fixed date.

**Reverse Repurchase Agreement.** An investment arrangement by which the City sells a security to a third party, such as a bank or broker/dealer, in return for cash and agrees to repurchase the instrument from the third party at a fixed price and on a fixed date. The City would then use the cash to purchase additional investments. This type of investment is prohibited in the City's portfolio, except to the extent used by local government investment pools with which the City invests.

**Safekeeping.** An arrangement whereby a bank holds securities and other valuables for protection in exchange for a fee.

**Safety.** The assurance of the undiminished return of the principal of the City's investments and deposits.

**Secondary Market.** A market for the purchase and sales outstanding securities following their initial distribution.

**SEC Rule ISCJ-1 (Uniform Net Capital Rule).** Security and Exchange Commission requirement that member firms and nonmember broker/dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1.

**Security.** A financial instrument that signifies an ownership interest, the right to an ownership interest, or creditor status.

**Security Risks.** The uncertainty of the value of a security dependent on its particular qualities.

**Time Deposits.** Deposits at the depository bank that are not due and payable until

25

a specific date.

**United States Agency Securities.** Debt instruments issued by an executive department, an independent federal establishment, or a corporation or other entity established by Congress which is owned in whole or in part by the United States of America.

**United States Treasury Securities.** Debt instruments issued by the Treasury of the United States.

- **Treasury Bills** are issued for short-term borrowings (less than one year);
- **Treasury Notes** are issued for mid-term borrowings (Two. - ten years);
- **Treasury Bonds** are issued for long- term borrowings (over ten years).

**Yield.** The rate of annual income return on an investment, expressed as a percentage.

**City of Glenn Heights, Texas**  
**Fiscal Year 2020-2021 Annual Budget**



[www.glennheightstx.gov](http://www.glennheightstx.gov)